



MAST 1120 Human Diseases
COURSE SYLLABUS
Fall Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 2/2250
Class Location: Building 8 Room 8166
Class Meets: M-R 11:10-12:00
CRN: 20233

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kimberly Brown, BSHS, CMA (AAMA), CCS-P
Office Location: Building 8 Room 8168
Office Hours: Monday thru Thursday 2:00 – 5:00 pm
Email Address: kbrown@southeasterntech.edu
Phone: 478-289-2243
Fax Number: 478-289-2336
Tutoring Hours (if applicable): By appointment

REQUIRED TEXT

Human Diseases, 4th edition book and workbook with MindTap Access Code ISBN: 978-1-285-06592-2

REQUIRED SUPPLIES & SOFTWARE

3 ring binder and paper
Pen, highlighters
5x7 index cards
Other supplies as deemed necessary throughout the semester

COURSE DESCRIPTION

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems

MAJOR COURSE COMPETENCIES

1. Introduction to Disease
2. Diseases of Body Systems

PREREQUISITE(S)

ALHS 1011, ALHS 1090

COURSE OUTLINE

Review of Anatomy and Physiology and Introduction to Disease

Order	Description	Learning Domain	Level of Learning
1	Describe structural organization of the human body. (I.C.1)	Cognitive	Knowledge
2	Identify body systems. (I.C.2)	Cognitive	Knowledge
3	Describe: a. Body planes, b. Directional terms, c. Quadrants, d. Body cavities (I.C.3)	Cognitive	Knowledge
4	List major organs in each body system. (I.C.4)	Cognitive	Knowledge
5	Identify the anatomical location of major organs in each body system. (I.C.5)	Cognitive	Knowledge
6	Compare structure and function of the human body across the life span. (I.C.6)	Cognitive	Analysis
7	Describe the normal function of each body system. (I.C.7)	Cognitive	Knowledge
8	Identify common pathology related to each body system including: a. Signs, b. Symptoms, c. Etiology (I.C.8)	Cognitive	Knowledge
9	Analyze pathology for each body system including: a. Diagnostic measures, b. Treatment modalities	Cognitive	Analysis

Disease of the Body Systems

Order	Description	Learning Domain	Level of Learning
1	Characterize the common diseases and disorders of the following systems and their treatment modalities: a. Cardiovascular system b. Musculoskeletal system c. Integumentary system d. Digestive system e. Respiratory system f. Urinary system g. Male and female reproductive system h. Endocrine system i. Nervous system j. Sensory system k. Immune system	Cognitive	Analysis
2	Characterize disorders of importance in fluids, electrolytes, and acid-base balance and their treatment.	Cognitive	Analysis
3	Recognize the diagnosis and treatment of hypersensitivity responses.	Cognitive	Analysis
4	Examine the etiology of cancer.	Cognitive	Analysis
5	Compare and contrast benign and malignant tumors.	Cognitive	Analysis

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Online Catalog and Handbook*. STC Catalog and Student Handbook Related Policies and Procedures are found online at: <http://www.southeasterntech.edu>

Students are expected to complete all reading, tests, and daily assignments by the specified date. This includes tests, quizzes, workbooks, and any special projects assigned by the instructor throughout the course. *A final unit test average of 75 is required to sit for the final exam. Grades of 74.9 will not be rounded up. If you have below a 75 average, you will receive a "0" for your final test grade.*

Students must satisfactorily complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and a final grade of "WF" or "F". Students will be given three (3) opportunities to demonstrate each skill competency.

Critical thinking is also a necessary part of the learning process in this course. The student is expected to complete all critical thinking assignments prior to class. Situations will be included on tests in order to test critical thinking ability.

The use of proper grammar, correct spelling, and writing principles is expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

ASSIGNMENTS

The lesson plan is subject to change at instructor's discretion. Late assignments are assessed ten-points each day. Three (3) days past the due date, the assignments are not accepted; a grade of zero (0) is assigned. It is the student's responsibility to make sure all assignments are completed and submitted by the due dates. Points will be deducted for failure to follow directions. Proper heading must be included on all materials handed in. This includes first and last name, date, course, and assignment name. Failure to include this information will result in a five (5) point reduction.

CLASSROOM RULES

All cell phones will be turned off at the beginning of class time. Any cell phone that rings during class will become property of the instructor until further notice. This is not only a distraction to the instructor, but to other students as well. If you have an emergency, please discuss options with me prior to class. There will be no eating or drinking in the classroom

SAFETY

You must be in compliance with STC's Infection Control Policy. Each student must consistently and correctly practice universal precautions when applicable. If not, the student may be failed for violation of this important principle!

Fingernails must be short and well-manicured, clear nail polish only. No artificial nails or tips. No gel nails or tips. Long hair must be pulled up and away from the face.

FINAL EXAM

Students will take a comprehensive final exam covering the material in the textbook and workbook. This test will be administered during the last week of class. Failure to take the comprehensive final exam will result in a grade of zero. No exceptions. Remember, students must have a unit test average of 75 to be able to sit for the final.

EVALUATION PROCEDURES

Workbook assignments for each chapter must be completed by the date of the exam for that specific chapter or chapters. These assignments allow students to become familiar with the course material. Workbooks will be checked on test day. This will be calculated as a percentage of your final grade. If you do not have your workbook on the day of the test or it is not completed, you will receive a "0".

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

For this class, which meets 4 days a week for 15 weeks, the maximum number of days a student may miss is 7 days during the semester.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

No make-up exams are allowed without a physician's excuse that must be provided to the instructor within three (3) days of the absence. If an exam is missed, the student will be allowed to take the exam during one hour at the end of the semester (date to be scheduled by the instructor). There will be no exceptions to this policy. If you are absent or late on the day a chapter quiz is given, you will receive a "0" for that grade.

LOWEST EXAM GRADES ARE NOT DROPPED.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief,

genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Unit Tests	60%
Quizzes/MindTap	10%
Workbooks	5%
Final Exam	25%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Core Curriculum

Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements

Cognitive (Knowledge Base) I.C Anatomy & Physiology	Psychomotor (Skills) I.P Anatomy & Physiology	Affective (Behavior) I.A Anatomy & Physiology
<ol style="list-style-type: none"> 1. Describe structural organization of the human body. 2. Identify body systems. 3. Describe <ol style="list-style-type: none"> a. Body planes b. Directional terms c. Quadrants d. Body cavities 4. List major organs in each body system. 5. Identify the anatomical location of major organs in each body system. 6. Compare structure and function of the human body across the life span 7. Describe the normal function of each body system 8. Identify common pathology related to each body system including: <ol style="list-style-type: none"> a. Signs b. Symptoms c. Etiology 9. Analyze pathology for each body system including: <ol style="list-style-type: none"> a. Diagnostic measures b. Treatment modalities 		
Cognitive (Knowledge Base) V.C Concepts of Effective Communication	Psychomotor (Skills) V.P Concepts of Effective Communication	Affective (Behavior) V.A Concepts of Effective Communication
<ol style="list-style-type: none"> 9. Identify medical terms labeling the word parts 		

MAST 1120 Human Diseases Fall Semester 2018 Lesson Plan

Subject To Change at Instructor's Discretion

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/14		First Day of Class: Introduction to Course—Syllabi, Outline, Rules, Regulations Coverage, Completion of Forms	Reading Assignment: Ch. 1	
8/15		How to study for this course Review of Note Card Format Workbook completion requirements MindTap requirements and Due dates	Begin Workbook Explore and begin completion of MindTap Read Chapter 1	1, 2 a, c
8/16	Chapter 1	Introduction to Human Diseases	Quiz 1 Chapter 1 Workbook Exercises MindTap Exercises	1, 2 a, c
8/17	Chapter 1	Workbook Exercises MindTap Exercises	Complete Workbook Complete MindTap Read Chapter 2	1, 2 a, c
8/21	Chapter 2	Mechanisms of Disease	Quiz 2 Chapter 2 Workbook Exercises MindTap Exercises	1, 2 a, c
8/22	Chapter 2	Workbook Exercises MindTap Exercises	Study for Test 1 Complete Workbook Complete MindTap	1, 2 a, c
8/23	Chapters 1 & 2	Test 1 Chapters 1 & 2	Workbook Due Complete MindTap Exercises Due Read Chapter 3	1, 2 a, c
8/24	Chapter 3	Neoplasms	Quiz 3 Chapter 3 Workbook Exercises MindTap Exercises	1, 2 a, c
8/28	Chapter 3	Workbook Exercises MindTap Exercises	Study for Test 2 Complete Workbook Complete MindTap	1, 2 a, c
8/29	Chapter 3	Test 2 Chapters 3	Workbook Due Complete MindTap Exercises Due Read Chapter 4	1, 2 a, c
8/30	Chapter 4	Inflammation and Infection	Quiz 4 Chapter 4 Workbook Exercises MindTap Exercises	1, 2 a, c
8/31	Chapter 4	Workbook Exercises MindTap Exercises	Complete Workbook Complete MindTap Read Chapter 5	1, 2 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
9/4		Holiday		
9/5	Chapter 5	Immune System Diseases and Disorders	Quiz 5 Chapter 5 Workbook Exercises MindTap Exercises	1, 2 a, c
9/6	Chapter 5	Workbook Exercises MindTap Exercises	Study for Test 3 Complete Workbook Complete MindTap	1, 2 a, c
9/7	Chapters 4 & 5	Test 3 Chapters 4 & 5	Workbook Due Complete MindTap Exercises Due Read Chapter 6	1, 2 a, c
9/11	Chapter 6	Musculoskeletal System Diseases and Disorders	Quiz 6 Chapter 6 Workbook Exercises MindTap Exercises	1, 2 a, c
9/12	Chapter 6	Workbook Exercises MindTap Exercises	Complete Workbook Complete MindTap	1, 2 a, c
9/13	Chapter 6	Workbook Exercises MindTap Exercises	Study for Test 4 Complete Workbook Complete MindTap	1, 2 a, c
9/14	Chapter 6	Test 4 Chapter 6	Workbook Due Complete MindTap Exercises Due Read Chapter 7	1, 2 a, c
9/18	Chapter 7	Blood and Blood-Forming Organs Diseases and Disorders	Quiz 7 Chapter 7 Workbook Exercises MindTap Exercises	1, 2 a, c
9/19	Chapter 7	Workbook Exercises MindTap Exercises	Complete Workbook Complete MindTap Read Chapter 8	1, 2 a, c
9/20	Chapter 8	Cardiovascular System Diseases and Disorders	Quiz 8 Chapter 8 Workbook Exercises MindTap Exercises	1, 2 a, c
9/21	Chapter 8	Workbook Exercises MindTap Exercises	Study for Test 5 Complete Workbook Complete MindTap	1, 2 a, c
9/25	Chapter 8	Test 5 Chapter 7 & 8	Workbook Due Complete MindTap Exercises Due Read Chapter 9	1, 2 a, c
9/26	Chapter 9	Respiratory System Diseases and Disorders	Quiz 9 Chapter 9 Workbook Exercises MindTap Exercises	1, 2 a, c
9/27	Chapter 9	Workbook Exercises MindTap Exercises	Complete Workbook Complete MindTap Read Chapter 10	1, 2 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
9/28	Chapter 10	Lymphatic System Diseases and Disorders	Quiz 10 Chapter 10 Workbook Exercises MindTap Exercises	1, 2 a, c
10/2	Chapter 10	Workbook Exercises MindTap Exercises	Study for Test 6 Complete Workbook Complete MindTap	1, 2 a, c
10/3	Chapter 10	Test 6 Chapter 9 & 10	Workbook Due Complete MindTap Exercises Due Read Chapter 11	1, 2 a, c
10/4	Chapter 11	Digestive System Diseases and Disorders	Quiz 11 Chapter 11 Workbook Exercises MindTap Exercises	1, 2 a, c
10/5	Chapter 11	Chapter 11 Continued	Complete Workbook Complete MindTap	1, 2 a, c
10/9	Chapter 11	Workbook Exercises MindTap Exercises	Complete Workbook Complete MindTap Read Chapter 13	1, 2 a, c
10/10	Chapter 12	Liver, Gallbladder, and Pancreas Diseases and Disorders	Quiz 12 Chapter 12 Workbook Exercises MindTap Exercises	1, 2 a, c
10/11	Chapter 12	Workbook Exercises MindTap Exercises	Study for Test 7 Complete Workbook Complete MindTap	1, 2 a, c
10/12	Chapter 12	Test 7 Chapters 11 & 12	Workbook Due Complete MindTap Exercises Due Read Chapter 13	1, 2 a, c
10/16	Chapter 13	Urinary Systems Diseases and Disorders	Quiz 13 Chapter 13 Workbook Exercises MindTap Exercises	1, 2 a, c
10/17	Chapter 13	Workbook Exercises MindTap Exercises	Study for Test 8 Complete Workbook Complete MindTap	1, 2 a, c
10/18	Chapter 13	Test 8 Chapter 13	Workbook Due Complete MindTap Exercises Due Read Chapter 14	1, 2 a, c
10/19	Chapter 14	Endocrine Systems Diseases and Disorders	Quiz 14 Chapter 14 Workbook Exercises MindTap Exercises	1, 2 a, c
10/23	Chapter 14	Workbook Exercises MindTap Exercises	Study for Test 9 Complete Workbook Complete MindTap	1, 2 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
10/24	Chapter 14	Test 9 Chapter 14	Workbook Due Complete MindTap Exercises Due Read Chapter 15	1, 2 a, c
10/25	Chapter 15	Nervous System Diseases and Disorders	Quiz 15 Chapter 15 Workbook Exercises MindTap Exercises	1, 2 a, c
10/26	Chapter 15	Workbook Exercises MindTap Exercises	Study for Test 10 Complete Workbook Complete MindTap	1, 2 a, c
10/30	Chapter 15	Test 10 Chapter 15	Workbook Due Complete MindTap Exercises Due Read Chapter 16	1, 2 a, c
10/31	Chapter 16	Eye and Ear Diseases and Disorders	Quiz 16 Chapter 16 Workbook Exercises MindTap Exercises	1, 2 a, c
11/1	Chapter 16	Workbook Exercises MindTap Exercises	Study for Test 11 Complete Workbook Complete MindTap	1, 2 a, c
11/2	Chapter 16	Test 11 Chapter 16	Workbook Due Complete MindTap Exercises Due Read Chapter 17	1, 2 a, c
11/6	Chapter 17	Reproductive System Diseases and Disorders	Quiz 17 Chapter 17 Workbook Exercises MindTap Exercises	1, 2 a, c
11/7	Chapter 17	Chapter 17 Continued	Workbook Exercises MindTap Exercises	1, 2 a, c
11/8	Chapter 17	Workbook Exercises MindTap Exercises	Study for Test 12 Complete Workbook Complete MindTap	1, 2 a, c
11/9	Chapter 17	Test 12 Chapter 17	Workbook Due Complete MindTap Exercises Due Read Chapter 18	1, 2 a, c
11/13	Chapter 18	Integumentary System Diseases and Disorders	Quiz 18 Chapter 18 Workbook Exercises MindTap Exercises	1, 2 a, c
11/14	Chapter 18	Workbook Exercises MindTap Exercises	Study for Test 13 Complete Workbook Complete MindTap	1, 2 a, c
11/15	Chapter 18	Test 13 Chapter 18	Workbook Due Complete MindTap Exercises Due Read Chapter 19	1, 2 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
11/16	Chapter 19	Genetic & Developmental, Childhood, and Mental Health Diseases and Disorders	Quiz 19 Chapter 19 Workbook Exercises MindTap Exercises Read Chapter 20	1, 2 a, c
11/20	Chapter 20	Childhood Diseases and Disorders	Quiz 20 Chapter 20 Workbook Exercises MindTap Exercises	1, 2 a, c
11/21	Chapters 19 & 20	Workbook Exercises MindTap Exercises	Study for Test 14 Complete Workbook Complete MindTap	1, 2 a, c
11/22-11/23		Thanksgiving Holiday		
11/27	Chapters 19 & 20	Test 14 Chapters 19 & 20	Workbook Due Complete MindTap Exercises Due Read Chapter 21	1, 2 a, c
11/28	Chapter 21	Mental Health Diseases & Disorders	Quiz 21 Chapter 21 Workbook Exercises MindTap Exercises	1, 2 a, c
11/29	Chapter 21	Workbook Exercises MindTap Exercises	Study for Test Complete Workbook Complete MindTap	1, 2 a, c
11/30	Chapter 21	Test 15 Chapter 21	Workbook Due Complete MindTap Exercises Due Study for Final	1, 2 a, c
12/6		FINAL EXAM		1, 2 a, c

Competency Areas: (will vary for each course/taken from state standards)

1. Introduction to Disease
2. Diseases of Body Systems

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.