



TENTATIVE SYLLABUS

MAST 1120 Human Diseases COURSE SYLLABUS Fall Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 2/2250

Campus/Class Location: Swainsboro Campus/Building 8 Room 8166

Class Meets: M-R 11:10 am – 12:05 pm

Course Reference Number (CRN): 20241

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kimberly Brown, BSHS, CMA(AAMA)

Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus Room 8168

Office Hours: M-R 2:30-5:30

Phone: (478) 289-2243

Fax Number: (478) 289-2336

Tutoring Hours (if applicable): By appointment only.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Human Diseases, 5th edition (Neighbors, Tannehill and Jones) Cengage (With Mind Tap access) –

International Standard Book Number (ISBN): 9781337396790

Cengage Unlimited in the bookstore

REQUIRED SUPPLIES & SOFTWARE

3 ring binder and paper

Pen, highlighters, **pencils**

5x7 index cards

Other supplies as deemed necessary throughout the semester

Students should not share login credentials with others and should change passwords periodically to maintain security.

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

Diseases 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

Order	Description	Learning Domain	Level of Learning
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

Southeastern Technical College 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.

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” (Failing 0-59) 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.

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” or “WF” for the semester. Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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	10%
MindTap	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

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/13		First Day of Class: Introduction to Course—Syllabi, Outline, Rules, Regulations Coverage, Completion of Forms	Reading Assignment: Ch. 1	
8/14		How to study for this course Review of Note Card Format Workbook completion requirements Mind Tap requirements and Due dates	Explore and begin completion of Mind Tap Read Chapter 1	1, 2 a, c
8/15	Chapter 1	Introduction to Human Diseases	Quiz 1 Chapter 1 Mind Tap Exercises	1, 2 a, c
8/16	Chapter 1	Mind Tap Exercises	Complete Mind Tap Read Chapter 2	1, 2 a, c
8/20	Chapter 2	Mechanisms of Disease	Quiz 2 Chapter 2 Mind Tap Exercises	1, 2 a, c
8/21	Chapter 2	Mind Tap Exercises	Study for Test 1 Complete Mind Tap	1, 2 a, c
8/22	Chapters 1 & 2	Test 1 Chapters 1 & 2	Complete Mind Tap Exercises Due Read Chapter 3	1, 2 a, c
8/23	Chapter 3	Neoplasms	Quiz 3 Chapter 3 Mind Tap Exercises	1, 2 a, c
8/27	Chapter 3	Mind Tap Exercises	Study for Test 2 Complete Mind Tap	1, 2 a, c
8/28	Chapter 3	Test 2 Chapters 3	Complete Mind Tap Exercises Due Read Chapter 4	1, 2 a, c
8/29	Chapter 4	Inflammation and Infection	Quiz 4 Chapter 4 Mind Tap Exercises	1, 2 a, c
8/30	Chapter 4	Mind Tap Exercises	Complete Mind Tap Read Chapter 5	1, 2 a, c
9/3		Holiday		
9/4	Chapter 5	Immune System Diseases and Disorders	Quiz 5 Chapter 5 Mind Tap Exercises	1, 2 a, c
9/5	Chapter 5	Mind Tap Exercises	Study for Test 3 Complete Mind Tap	1, 2 a, c
9/6	Chapters 4 & 5	Test 3 Chapters 4 & 5	Complete Mind Tap Exercises Due Read Chapter 6	1, 2 a, c
9/10	Chapter 6	Musculoskeletal System Diseases and Disorders	Quiz 6 Chapter 6 Mind Tap Exercises	1, 2 a, c
9/11	Chapter 6	Mind Tap Exercises	Complete Mind Tap	1, 2 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
9/12	Chapter 6	Mind Tap Exercises	Study for Test 4 Complete Mind Tap	1, 2 a, c
9/13	Chapter 6	Test 4 Chapter 6	Complete Mind Tap Exercises Due Read Chapter 7	1, 2 a, c
9/17	Chapter 7	Blood and Blood-Forming Organs Diseases and Disorders	Quiz 7 Chapter 7 Mind Tap Exercises	1, 2 a, c
9/18	Chapter 7	Mind Tap Exercises	Complete Mind Tap Read Chapter 8	1, 2 a, c
9/29	Chapter 8	Cardiovascular System Diseases and Disorders	Quiz 8 Chapter 8 Mind Tap Exercises	1, 2 a, c
9/20	Chapter 8	Mind Tap Exercises	Study for Test 5 Complete Mind Tap	1, 2 a, c
9/24	Chapter 8	Test 5 Chapter 7 & 8	Complete Mind Tap Exercises Due Read Chapter 9	1, 2 a, c
9/25	Chapter 9	Respiratory System Diseases and Disorders	Quiz 9 Chapter 9 Mind Tap Exercises	1, 2 a, c
9/26	Chapter 9	Mind Tap Exercises	Complete Mind Tap Read Chapter 10	1, 2 a, c
9/27	Chapter 10	Lymphatic System Diseases and Disorders	Quiz 10 Chapter 10 Mind Tap Exercises	1, 2 a, c
10/1	Chapter 10	Mind Tap Exercises	Study for Test 6 Complete Mind Tap	1, 2 a, c
10/2	Chapter 10	Test 6 Chapter 9 & 10	Complete Mind Tap Exercises Due Read Chapter 11	1, 2 a, c
10/3	Chapter 11	Digestive System Diseases and Disorders	Quiz 11 Chapter 11 Mind Tap Exercises	1, 2 a, c
10/4	Chapter 11	Chapter 11 Continued	Complete Mind Tap	1, 2 a, c
10/8	Chapter 11	Mind Tap Exercises	Complete Mind Tap Read Chapter 13	1, 2 a, c
10/9	Chapter 12	Liver, Gallbladder, and Pancreas Diseases and Disorders	Quiz 12 Chapter 12 Mind Tap Exercises	1, 2 a, c
10/10	Chapter 12	Mind Tap Exercises	Study for Test 7 Complete Mind Tap	1, 2 a, c
10/11	Chapter 12	Test 7 Chapters 11 & 12	Complete Mind Tap Exercises Due Read Chapter 13	1, 2 a, c
10/15	Chapter 13	Urinary Systems Diseases and Disorders	Quiz 13 Chapter 13 Mind Tap Exercises	1, 2 a, c
10/16	Chapter 13	Mind Tap Exercises	Study for Test 8 Complete Mind Tap	1, 2 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
10/17	Chapter 13	Test 8 Chapter 13	Complete Mind Tap Exercises Due Read Chapter 14	1, 2 a, c
10/18	Chapter 14	Endocrine Systems Diseases and Disorders	Quiz 14 Chapter 14 Mind Tap Exercises	1, 2 a, c
10/22	Chapter 14	Mind Tap Exercises	Study for Test 9 Complete Mind Tap	1, 2 a, c
10/23	Chapter 14	Test 9 Chapter 14	Complete Mind Tap Exercises Due Read Chapter 15	1, 2 a, c
10/24	Chapter 15	Nervous System Diseases and Disorders	Quiz 15 Chapter 15 Mind Tap Exercises	1, 2 a, c
10/25	Chapter 15	Mind Tap Exercises	Study for Test 10 Complete Mind Tap	1, 2 a, c
10/29	Chapter 15	Test 10 Chapter 15	Complete Mind Tap Exercises Due Read Chapter 16	1, 2 a, c
10/30	Chapter 16	Eye and Ear Diseases and Disorders	Quiz 16 Chapter 16 Mind Tap Exercises	1, 2 a, c
10/31	Chapter 16	Mind Tap Exercises	Study for Test 11 Complete Mind Tap	1, 2 a, c
11/1	Chapter 16	Test 11 Chapter 16	Complete Mind Tap Exercises Due Read Chapter 17	1, 2 a, c
11/5	Chapter 17	Reproductive System Diseases and Disorders	Quiz 17 Chapter 17 Mind Tap Exercises	1, 2 a, c
11/6	Chapter 17	Chapter 17 Continued	Mind Tap Exercises	1, 2 a, c
11/7	Chapter 17	Mind Tap Exercises	Study for Test 12 Complete Mind Tap	1, 2 a, c
11/8	Chapter 17	Test 12 Chapter 17	Complete Mind Tap Exercises Due Read Chapter 18	1, 2 a, c
11/12	Chapter 18	Integumentary System Diseases and Disorders	Quiz 18 Chapter 18 Mind Tap Exercises	1, 2 a, c
11/13	Chapter 18	Mind Tap Exercises	Study for Test 13 Complete Mind Tap	1, 2 a, c
11/14	Chapter 18	Test 13 Chapter 18	Complete Mind Tap Exercises Due Read Chapter 19	1, 2 a, c
11/15	Chapter 19	Genetic & Developmental, Childhood, and Mental Health Diseases and Disorders	Quiz 19 Chapter 19 Mind Tap Exercises Read Chapter 20	1, 2 a, c
11/19	Chapter 20	Childhood Diseases and Disorders	Quiz 20 Chapter 20 Mind Tap Exercises	1, 2 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
11/20	Chapters 19 & 20	Mind Tap Exercises	Study for Test 14 Complete Mind Tap	1, 2 a, c
11/21- 11/22		Thanksgiving Holiday		
11/26	Chapters 19 & 20	Test 14 Chapters 19 & 20	Complete Mind Tap Exercises Due Read Chapter 21	1, 2 a, c
11/27	Chapter 21	Mental Health Diseases & Disorders	Quiz 21 Chapter 21 Mind Tap Exercises	1, 2 a, c
11/28	Chapter 21	Mind Tap Exercises	Study for Test Complete Mind Tap	1, 2 a, c
11/29	Chapter 21	Mind Tap Exercises	Study for Test Complete Mind Tap	1, 2 a, c
12/3	Chapter 21	Test 15 Chapter 21	Complete Mind Tap Exercises Due Study for Final	1, 2 a, c
12/4-12/5		FINAL EXAM		1, 2 a, c

COMPETENCY AREAS:

1. Review of Anatomy and Physiology and Introduction to Disease
2. Diseases of the 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.