



MAST 1120 – Human Pathological Conditions in the Medical Office COURSE SYLLABUS Fall Semester 2015

Semester: Fall 2015
Course Title: [Human Pathological Conditions in the Medical Office](#)
Course Number: MAST 1120
Credit Hours/ Minutes: [2/2250](#)
Class Location: Room 735, Gillis building
Class Meets: 11:15-11:55 M-R
CRN: 20292

Instructor: Stephannie Waters, AAS, CMA (AAMA)
Office Hours: M-Th 2:00-5:00

Office Location: Room 731, Gillis building
Email Address: swaters@southeasterntech.edu
Phone: (912) 538-3195
Fax Number: (912) 538-3106
Tutoring Hours: [By Appointment](#)

REQUIRED TEXT:

Human Diseases, 4rd Edition, Neighbors & Tannehill-Jones, Thomson Delmar Learning Text and Workbook ISBN 9781285065922



RECOMMENDED TEXT: Taber's Cyclopedic Medical Dictionary

REQUIRED SUPPLIES & SOFTWARE:

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

COURSE DESCRIPTION:

MAST 1120 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
- 3.

PREREQUISITE(S): [ALHS 1011](#), [ALHS 1090](#)

COURSE OUTLINE:

A. Introduction to Disease

1. Establish the most common causes of human disease and disorders.
2. Describe the most common treatment modalities.

B. Diseases of Body Systems

1. Characterize the common diseases and disorders of the cardiovascular system including the blood, heart, and vessels and their treatment including nutritional support.
2. Characterize the common diseases and disorders of the musculoskeletal system and their treatment including nutritional support.
3. Characterize the common diseases and disorders of the integumentary system and their treatment including nutritional support.
4. Characterize the common diseases and disorders of the digestive system and their treatment including nutritional support.
5. Characterize the common diseases and disorders of the respiratory system and their treatment including nutritional support.
6. Characterize the common diseases and disorders of the urinary system and their treatment including nutritional support.
7. Characterize disorders of importance in fluids, electrolytes, and acid-base balance and their treatment including nutritional support.
8. Characterize the common diseases and disorders of the male reproductive system and their treatment including nutritional support.
9. Characterize the common diseases and disorders of the female reproductive system and their treatment including nutritional support.
10. Characterize the common diseases and disorders of the endocrine system and their treatment including nutritional support.
11. Characterize the common diseases and disorders of the nervous system and their treatment including nutritional support.
12. Characterize the common diseases and disorders of the sensory system and their treatment including nutritional support.
13. Characterize the common diseases and disorders of the immune system and their treatment including nutritional support.
14. Characterize the care, prevention, and treatment for HIV and associated processes such as AIDS.
15. Examine immunological agents in the prevention and treatment of disease and disorders.
16. Recognize the diagnosis and treatment of hypersensitivity responses.
17. Examine the etiology of cancer.
18. Compare and contrast benign and malignant cancers.
19. Distinguish the main classifications for cancer.
20. Classify the grading and staging of neoplasms and their use in medical practice.
21. Appraise the major forms of cancer treatment and their advantages and disadvantages.

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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS:

Students are expected to complete all assignments by the due dates. All students are responsible for policies and procedures in the *STC E-Catalog*. All students are expected to demonstrate preparation for

class by having assigned text readings completed prior to class time. All tests, assignments, and learning activities are to be completed according to the lesson plans/calendar or per instructor's directions. The student is completely responsible for all assignments given and for material missed when absent. Lowest exam grades are not dropped. If a student is tardy on test day, he/she will need to enter quietly and they will only have the amount of time (per instructor's discretion) to take the test. If they do not arrive on time, they may not be able to finish in the time allowed and it would conceivably affect their grade. If they do not enter quietly, the instructor has the right to refuse allowing them to take the test.

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.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the 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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (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% 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.

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. If you have an emergency, please discuss options with me prior to class. There will be **no eating or drinking** in the classroom.

FINAL EXAM: **A final unit test average of 75 or above 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 "WP" or "WF" for the course grade, depending on the class average before the final exam.** Students eligible to take the exam will take a comprehensive final exam covering the material in the textbook and workbook during the semester. Failure to take the final exam, if eligible, on the assigned day will result in a grade of zero. No exceptions.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Failure to take the final exam at the end of the semester will result in a grade of zero. 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 make-up exams during **ONE hour at the end of the semester** (date to be scheduled by instructor). There will be **NO** exceptions to this policy. If you are **absent or late** on the day a **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:

--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.

--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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

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

ACCESS TO TECHNOLOGY: Students can now access Angel, 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 at www.southeasterntech.edu.

GRADING POLICY

Competency Tests	60%
Quizzes	10%
Workbooks	5%
<u>Comprehensive Final</u>	<u>25%</u>
Total	100%

GRADING SCALE

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

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.*

Critical Thinking Core Curriculum for Medical Assistants (MAERB) 2008 Curriculum Plan Foundations for Clinical Practice

I.C Cognitive (Knowledge Base)	I. P Psychomotor (Skills)	I. A Affective (Behavior)
I. Anatomy & Physiology 1. Describe structural organization of the human body. 2. Identify body systems. 3. Describe body planes, directional terms, quadrants, and cavities. 4. List major organs in each body system. 5. Describe the normal function of each body system. 6. Identify common pathology related to each body system. 7. Analyze pathology as it relates to the interaction of body systems. 8. Discuss implications for	I. P Anatomy & Physiology	I. A Anatomy & Physiology

<p>disease and disability when homeostasis is not maintained.</p> <ol style="list-style-type: none"> 9. Describe implications for treatment related to pathology. 10. Compare body structure and function of the human body across the life span. 11. Identify the classifications of medications, including desired effects, side effects and adverse reactions. 12. Describe the relationship between anatomy and physiology of all body systems and medications used for treatment in each. 		
<p>III.C Cognitive (Knowledge Base)</p>	<p>III.P Psychomotor (Skills)</p>	<p>III.A Affective (Behavior)</p>
<p>II. Applied Microbiology/ Infection Control</p> <ol style="list-style-type: none"> 1. Describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit. 2. Define asepsis. 3. Discuss infection control procedures. 4. List major types of infectious agents. 5. Compare different methods of controlling the growth of microorganisms. 6. Describe Standard Precautions, including: <ol style="list-style-type: none"> a. Transmission based precautions. b. Purpose. c. Activities regulated. 7. Discuss the application of Standard Precautions with regard to: <ol style="list-style-type: none"> a. All body fluids, secretions and excretions. b. Blood c. Non intact skin d. Mucous membranes 8. Identify the role of the Center for Disease Control (CDC) regulations in healthcare settings. 	<p>III. Applied Microbiology/ Infection Control</p>	<p>II. Applied Microbiology/ Infection Control</p>

MAST 1120- HUMAN DISEASES

Fall Semester 2015

Lesson Plan

****Subject To Change****

Date	Chapter/ Lesson	Content	Assignments/Tests	*Competency Area
Aug 17		First day of class Introduction to Course—Syllabi, Outline, Rules, Regulations Coverage; Completion of Forms	Reading Assignment: Chapter 1	
Aug 18	1	Introduction	Quiz 1, Chapter 1 Reading Assignment: Chapter 1	1,a,c
Aug 19	2	Mechanisms of Disease	Quiz 2, Chapter 2 Study for test	1,a,c
Aug 20	1, 2	Exam 1 - Chapters 1 & 2	Workbook Due Reading Assignment: Chapter 3	1,a,c
Aug 24	3	Neoplasms	Quiz 3, Chapter 3 Study for test	2,a,c
Aug 26		Cont		
Aug 27	3	Exam 2 – Chapter 3	Workbook Due Reading Assignment: Chapter 4	2,a,c
Aug 31	4	Inflammation and Infection	Quiz 4, Chapter 4 Reading Assignment Chapter 5	2,a,c
Sept 1	5	Immune System Diseases and Disorders	Quiz 5, Chapter 5 Study for test	2,a,c
Sept 2		Cont.		
Sept 3	4, 5	Exam 3 - Chapter 4 & 5	Workbook Due Reading Assignment Chapter 6	2,a,c
Sept 7		HOLIDAY		
Sept 8	6	Musculoskeletal System Diseases and Disorders	Quiz 6, Chapter 6 Study for test	2,a,c
Sept 9		Cont		
Sept 10		Cont		
Sept 14	6	Exam 4 – Chapter 6	Workbook Due Reading Assignment Chapter 7	2,a,c
Sept 15	7	Blood and Blood-Forming Organs Diseases and Disorders	Quiz 7, Chapter 7 Reading Assignment Chapter 8	2,a,c

Sept 16	8	Cardiovascular system Diseases and Disorders	Quiz 8, Chapter 8 Study for test	2,a,c
Sept 17		Cont		
Sept 21	7,8	Exam 5 - Chapter 7 & 8	Workbook Due Reading Assignment Chapter 9	2,a,c
Sept 22	9	Respiratory System Diseases and Disorders	Quiz 9, Chapter 9 Reading Assignment Chapter 10	2,a,c
Sept 23	10	Lymphatic System Diseases and Disorders	Quiz 10, Chapter 10 Study for test	2,a,c
Sept 24		Cont		
Sept 28	9,10	Exam 6 – Chapter 9 & 10	Workbook Due Reading Assignment Chapter 11	2,a,c
Sept 29	11	Digestive System Diseases and Disorders	Quiz 11, Chapter 11 Reading Assignment Chapter 12	2,a,c
Sept 30	12	Liver, Gallbladder, and Pancreas Diseases and Disorders	Quiz 12, Chapter 12 Study for test	2,a,c
Oct 1	12	Cont	Study for test	
Oct 5	11, 12	Exam 7 - Chapter 11&12	Workbook Due Reading Assignment Chapter 13	2,a,c
Oct 6	13	Urinary System Diseases and Disorders	Quiz 13, Chapter 13 Reading Assignment Chapter 14	2,a,c
Oct 7		Cont		
Oct 8		Cont		
Oct 12	13	Exam 8 – Chapter 13	Workbook Due Reading Assignment Chapter 14	2,a,c
Oct 13	14	Endocrine System Diseases and Disorders	Quiz 14, Chapter 14 Study for test	2,a,c
Oct 14		Cont		
Oct 15		Cont		
Oct 19	14	Exam 9 – Chapter 14	Workbook Due Reading Assignment Chapter 15	2,a,c
Oct 20	15	Nervous System Diseases and Disorders	Quiz 15, Chapter 15	2,a,c
Oct 21		Cont		
Oct 22		Cont		

Oct 26	15	Exam 10 – Chapter 15	Workbook Due Reading Assignment Chapter 16	2,a,c
Oct 27	16	Eye and Ear Diseases and Disorders	Quiz 16, Chapter 16 Study for test	2,a,c
Oct 28		Cont		
Oct 29		Cont		
Nov 2	16	Exam 11 - Chapter 16	Workbook Due Reading Assignment Chapter 17	2,a,c
Nov 3	17	Reproductive System Diseases and Disorders	Quiz 17, Chapter 17	2,a,c
Nov 4		Cont		
Nov 5		Cont		
Nov 9	17	Exam 12 – Chapter 17	Workbook Due Reading Assignment Chapter 18	2,a,c
Nov 10	18	Integumentary System Diseases and Disorders	Quiz 18, Chapter 18	2,a,c
Nov 11		Cont		
Nov 12	18	Exam 13 – Chapter 18	Workbook Due Reading Assignment Chapter 19	2,a,c
Nov 16	19	Genetic/Developmental, Childhood, and Mental Health Diseases and Disorders	Quiz 19, Chapter 19 Reading Assignment Chapter 20	2,a,c
Nov 17	20	Childhood Diseases and Disorders	Quiz 20, Chapter 20 Study for test	2,a,c
Nov 18		Cont	Study for test	
Nov 19	19,20	Exam 14 -Chapter 19&20	Workbook Due Reading Assignment Chapter 21	2,a,c
Nov 23	21	Mental Health Disorders	Quiz 21, Chapter 21 Study for test	2,a,c
Nov 24		Cont		
Nov 25-26		THANKSGIVING HOLIDAY		
Nov 30	21	Exam 15 – Chapter 21	Study for final	2,a,c
Dec 1-2		Workbooks/Check-Offs		
Dec 3		Last Day of Class		
Dec 8-9		FINAL EXAM!!!		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.