



TENTATIVE—SUBJECT TO CHANGE

MAST 1120 Human Diseases

COURSE SYLLABUS

Online

Fall Semester 2021 (202212)

COURSE INFORMATION

Credit Hours/Minutes: 2/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20312

Preferred Method of Contact: via email Kimberly Brown (kbrown@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kimberly Brown, CMA(AAMA), CCS-P, CPPM

Email Address: Kimberly Brown (kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus Room 8168

Office Hours: by appointment only

Phone: (478) 289-2243

Fax Number: (478) 289-2336

Tutoring Hours (if applicable): By appointment only

SOUTHEASTERN TECHNICAL COLLEGE (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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

REQUIRED TEXT

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

12 month - International Standard Book Number (ISBN): 9780357700044 – MA diploma, in MAST 1120

4 month - International Standard Book Number (ISBN): 9780357700037 – BAT only

REQUIRED SUPPLIES & SOFTWARE

3 ring binder, paper, pens, highlighters, index cards

Jump drive/flash drive

Desktop or Laptop computer with camera and microphone

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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 |
| 10 | Define medical terms and abbreviations related to all body systems. (V.C.10) | Cognitive | Knowledge |

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: <ol style="list-style-type: none"> 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 | Cognitive | Analysis |

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| | k. Immune system | | |
| 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 (ONLINE)

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, online materials, 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. If you have below a 75 average, you will receive a "0" for your final test grade.***

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on **TUESDAY** of each week. Weeks will begin on WEDNESDAY at 8:00 am and end on the following TUESDAY at 11:59 pm, Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **45** hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

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.

Tests will consist of true/false, multiple choice, matching, fill-in-the blank and diagrams. It is very important that you study well for these tests and know your diagrams.

RESPONDUS ONLINE TESTING GUIDELINES:

Due to the COVID 19 pandemic the Medical Assisting program is making an exception in offering online/offsite testing. The programs will use **Respondus Monitor** through Blackboard to administer and proctor the examinations. If a student violates any of these guidelines, his/her test score/attempt will not be counted, and the student may be required to take a makeup/additional test.

The following are faculty expectations of the student during the online/offsite testing process.

1. The student will download Respondus to their devices from the STC website.
<https://download.respondus.com/lockdown/download.php?id=492358809>
2. The student will log in at least 15 minutes before the exam is scheduled to begin.
3. The student will secure an area with reliable internet service prior to beginning the exam. It is the student's responsibility to secure a location with reliable internet connection before beginning the examination. Specific Requirements listed below:
 - Windows: 10, 8, 7. Windows 10S is not a compatible operating system.
 - Mac: OS X 10.12 to macOS 10.15.
 - Web camera (internal or external) & microphone
 - A broadband internet connection
4. Mobile Hotspots are not to be used since as they are not considered a reliable internet source.
5. The student will perform all required Respondus checks prior to being allowed to test. (examples- Webcam Check and Facial Recognition Check) Faculty are not responsible for student technology issues. It is the student's responsibility to maintain their equipment in working order.
6. The student will have in place a monitoring camera as Respondus Monitor will be used to ensure test integrity. The student will take a complete, 360-degree scan of the testing environment, showing floor, desk, and walls. In addition, the student will use a handheld mirror held up to the camera to show that their screen and keyboard is clear of any unnecessary items. The student will need to show the front and back of the mirror.
7. During the exam, students will be both audio and visually recorded.
8. The student exams will be timed, just like in the face-to-face setting.
9. The student will not use any books, notes, or third-party supplies during the test. The desk/table will be cleared of additional items. There will be no paper or writing materials allowed.
10. The student has reviewed the Dishonesty Policy and Procedure for Academic Dishonesty as noted on the course syllabus.
11. The student will not be allowed to use smart watches, cell phones, tablets, calculators, earphones or other electronic devices during the exam.
12. The student will not wear a hat or any items that obscures the face or eyes while testing.
13. The student will keep the face in clear view of the camera while testing.
14. The student will have all background noise silenced while testing.
15. The student will have no other operating functions open on the computer during testing. (ie: Word, Excel, PowerPoint)
16. The student will be prohibited from taking screen shots or recording of the exam in anyway.
17. The student is prohibited from reading questions or any test material out loud during the test.
18. Question rationales will not be available at this time for test security. Instructors will be available later for missed content review. Students are encouraged to set up individualized meetings with their faculty to discuss specific content areas which were missed.
19. After the exam, the final grade will not be issued or posted to the Blackboard gradebook until the validity of the test is reviewed and approved by the instructor(s). Be aware that the downloads may take 24-72 hours. This includes reviewing the Respondus Monitor report and the video recording of the testing

session. At any time, the validity is questionable, the student may be required to take a different version of the examination.

20. If a student believes a test question needs to be challenged, the student must email their instructor the evidence-based rationale for consideration. This request must be received via email within 24 hours of the examination.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| COVID-19 Key Symptoms |
|--|
| Fever or felt feverish |
| Chills |
| Shortness of breath or difficulty breathing (not attributed to any other health condition) |
| Cough: new or worsening, not attributed to another health condition |
| Fatigue |
| Muscle or body aches |
| Headache |
| New loss of taste or smell |
| Sore throat (not attributed to any other health condition) |
| Congestion or runny nose (not attributed to any other health condition) |
| Nausea or vomiting |
| Diarrhea |
| In the past 14 days, if you: |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on TUESDAY of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Late assignments will not be accepted and students with missed tests and assignments will be given a zero.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (date), (time), (room location) and Swainsboro Campus, (date), (time), (room location).

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

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

| | |
|---|---|
| American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer | Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer |
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia | Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia |

| | |
|---|--|
| American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer | Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer |
| Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu) | Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@southeasterntech.edu) |

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 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 | 40% |
| Quizzes | 5% |
| MindTap | 10% |
| Discussion Board | 5% |
| Project | 20% |
| Final Exam | 20% |

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 2021 Lesson Plan

Weeks will begin on Wednesday of each week and end on Tuesday of the following week. Graded assignments available during the designated week for you to complete by due dates are in **bold**.

Make sure you check your EMAIL every day!!!

Do not get behind on assignments!

ALL Job Skills are due on the dates assigned and **MUST** be completed to pass the course. Failure to complete **ALL** required job skills will result in a failing grade in this course. If you fall behind, you need to notify me **IMMEDIATELY** via email!

READ EVERYTHING TWICE before you ask questions and **ALWAYS** refer to your syllabus and Blackboard before you ask. I am happy to answer questions and help you, but I do expect you to attempt to figure things out on your own to a certain extent.

I frequently send reminder emails when assignments are upcoming or are due. If you get a reminder and the assignment is not due for a few days, please don't be alarmed; it is simply a reminder for you to know the assignment will be due during the week. If you get a reminder on the date that an assignment is due, that means you have not submitted it and need to get it done asap.

On the first day of class before you begin ANY assignments, complete the following in BLACKBOARD

Complete the following by **08/23** to reserve your spot in the class!!

Getting Started Tab

1. Getting Started presentation
2. Pledge Acknowledgement
3. Student Introduction
4. Technology Access video

Blackboard Orientation Tab

1. Blackboard Online Orientation
2. Online Orientation Quiz

COVID-19 Tab

1. Covid 19 Presentation
2. Covid 19 Presentation Acknowledgment

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|---------------------------------|------------------------------|--|--|--------------------|
| Week 1 08/16 to 08/24 | Chapter 1 Chapter 2 | READ Review of Note Card Format Mind Tap requirements and Due dates on syllabus - Electronic book for reading assignments located in MindTap Introduction to Human Diseases Mechanisms of Disease Bolded assignments available 08/16/21 at 8:00 am to 08/24/21 at 11:59 pm | Explore and begin completion of MindTap Read Chapter 1 prior to taking quiz Quiz 1 Chapter 1 MindTap Exercises Read Chapter 2 prior to taking quiz Quiz 2 Chapter 2 MindTap Exercises completed prior to taking test Study for Test 1 Test 1 Chapters 1 & 2 Read Chapter 3 prior to taking quiz | 1, 2 a, c |
| Week 2 08/25 to 08/31 | Chapter 3 | Neoplasms Bolded assignments available 08/25/21 at 8:00 am to 08/31/21 at 11:59 pm | Quiz 3 Chapter 3 MindTap Exercises completed prior to taking test Study for Test 2 Test 2 Chapters 3 Read Chapter 4 prior to taking quiz Read Chapter 5 prior to taking quiz | 1, 2 a, c |
| Week 3 09/01 to 09/07 | Chapter 4 Chapter 5 | Inflammation and Infection Immune System Diseases and Disorders Bolded assignments available 09/01/21 at 8:00 am to 09/07/21 at 11:59 pm | Quiz 4 Chapter 4 MindTap Exercises Quiz 5 Chapter 5 MindTap Exercises completed prior to taking test Study for Test 3 Test 3 Chapters 4 & 5 Read Chapter 6 prior to taking quiz Discussion Board 1 | 1, 2 a, c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|---------------------------------|--------------------------------|---|---|--------------------|
| Week 4 09/08 to 09/14 | Chapter 6 | Musculoskeletal System Diseases and Disorders <u>Bolded assignments available 09/08/21 at 8:00 am to 09/14/21 at 11:59 pm</u> | Quiz 6 Chapter 6 MindTap Exercises completed prior to taking test Study for Test 4 Test 4 Chapter 6 Read Chapter 7 prior to taking quiz Read Chapter 8 prior to taking quiz | 1, 2 a, c |
| Week 5 09/15 to 09/21 | Chapter 7 Chapter 8 | Blood and Blood-Forming Organs Diseases and Disorders Cardiovascular System Diseases and Disorders <u>Bolded assignments available 09/15/21 at 8:00 am to 09/21/21 at 11:59 pm</u> | Quiz 7 Chapter 7 MindTap Exercises Quiz 8 Chapter 8 MindTap Exercises completed prior to taking test Study for Test 5 Test 5 Chapter 7 & 8 Read Chapter 9 prior to taking quiz Read Chapter 10 prior to taking quiz Discussion Board 2 | 1, 2 a, c |
| Week 6 09/22 to 09/28 | Chapter 9 Chapter 10 | Respiratory System Diseases and Disorders Lymphatic System Diseases and Disorders <u>Bolded assignments available 09/22/21 at 8:00 am to 09/28/21 at 11:59 pm</u> | Quiz 9 Chapter 9 MindTap Exercises Quiz 10 Chapter 10 MindTap Exercises completed prior to taking test Study for Test 6 Test 6 Chapter 9 & 10 Read Chapter 11 prior to taking quiz Read Chapter 12 prior to taking quiz | 1, 2 a, c |
| Week 7 09/29 to 10/05 | Chapter 11 Chapter 12 | Digestive System Diseases and Disorders Liver, Gallbladder, and Pancreas Diseases and Disorders <u>Bolded assignments available 09/29/21 at 8:00 am to 10/05/21 at 11:59 pm</u> | Quiz 11 Chapter 11 MindTap Exercises Quiz 12 Chapter 12 MindTap Exercises completed prior to taking test Study for Test 7 Test 7 Chapters 11 & 12 Read Chapter 13 prior to taking quiz Discussion Board 3 | 1, 2 a, c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|--|--------------------|--|---|--------------------|
| Week 8 10/06 to 10/12 10/11 Mid-term | Chapter 13 | Urinary Systems Diseases and Disorders Bolded assignments available 10/06/21 at 8:00 am to 10/12/21 at 11:59 pm | Quiz 13 Chapter 13 MindTap Exercises completed prior to taking test Study for Test 8 Test 8 Chapter 13 Read Chapter 14 prior to taking quiz | 1, 2 a, c |
| Week 9 10/13 to 10/19 | Chapter 14 | Endocrine Systems Diseases and Disorders Bolded assignments available 10/13/21 at 8:00 am to 10/19/21 at 11:59 pm | Quiz 14 Chapter 14 MindTap Exercises completed prior to taking test Study for Test 9 Test 9 Chapter 14 Read Chapter 15 prior to taking quiz Discussion Board 4 | 1, 2 a, c |
| Week 10 10/20 to 10/26 | Chapter 15 | Nervous System Diseases and Disorders Bolded assignments available 10/20/21 at 8:00 am to 10/26/21 at 11:59 pm | Quiz 15 Chapter 15 MindTap Exercises completed prior to taking test Study for Test 10 Test 10 Chapter 15 Read Chapter 16 prior to taking quiz | 1, 2 a, c |
| Week 11 10/27 to 11/02 10/26 65% point - last day to formally withdraw without academic penalty | Chapter 16 | Eye and Ear Diseases and Disorders Bolded assignments available 10/27/21 at 8:00 am to 11/02/21 at 11:59 pm DISEASE PROJECT TOPIC DUE via EMAIL 10/27/21 at 11:59 p.m. | Quiz 16 Chapter 16 MindTap Exercises completed prior to taking test Study for Test 11 Test 11 Chapter 16 Read Chapter 17 prior to taking quiz Discussion Board 5 | 1, 2 a, c |
| Week 12 11/03 to 11/09 | Chapter 17 | Reproductive System Diseases and Disorders Bolded assignments available 11/03/21 at 8:00 am to 11/09/21 at 11:59 pm | Quiz 17 Chapter 17 MindTap Exercises completed prior to taking test Study for Test 12 Test 12 Chapter 17 Read Chapter 18 prior to taking quiz | 1, 2 a, c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|---|--------------------------------|---|--|--------------------|
| Week 13 11/10 to 11/16 | Chapter 18 | Integumentary System Diseases and Disorders Bolded assignments available 11/10/21 at 8:00 am to 11/16/21 at 11:59 pm | Quiz 18 Chapter 18 MindTap Exercises completed prior to taking test Study for Test 13 Test 13 Chapter 18 Read Chapter 19 prior to taking quiz Read Chapter 20 prior to taking quiz | 1, 2 a, c |
| Week 14 11/17 to 11/23 NOTE: This is a short week and will begin on Wednesday and end on Friday due to BLACKBOARD UPGRADES | Chapter 19 Chapter 20 | Genetic & Developmental, Childhood, and Mental Health Diseases and Disorders Childhood Diseases and Disorders Bolded assignments available 11/17/21 at 8:00 am to 11/19/21 at 11:59 pm No Assignments can be submitted via Blackboard 11/20 through 11/27 due to upgrades – MindTap can be accessed during this time through https://www.cengage.com/ | Quiz 19 Chapter 19 MindTap Exercises Quiz 20 Chapter 20 Mind Tap Exercises completed prior to taking test Study for Test 14 Test 14 Chapters 19 & 20 Read Chapter 21 prior to taking quiz | 1, 2 a, c |
| Week 15 11/24 to 12/02 NOTE: This is a short week and will begin on Saturday and end on Thursday due to BLACKBOARD UPGRADES | Chapter 21 | Mental Health Diseases & Disorders Bolded assignments available 11/27/20 at 8:00 am to 12/02/20 at 11:59 pm No Assignments can be submitted via Blackboard 11/20 through 11/27 due to upgrades – MindTap can be accessed during this time through https://www.cengage.com/ | Quiz 21 Chapter 21 MindTap Exercises completed prior to taking test Test 15 Chapter 21 Disease Project Due via Blackboard NOTE: NO LATE ASSIGNMENTS ACCEPTED! | 1, 2 a, c |
| 12/06 to 12/07 | | FINAL EXAM/PROCTORED EVENT via Respondus Monitor available 12/06/21 at 8:00 a.m. to 12/07/21 at 11:59 p.m. | Comprehensive | 1, 2 a, c |

COMPETENCY AREAS:

REVIEW OF ANATOMY AND PHYSIOLOGY AND INTRODUCTION TO DISEASE

1. 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.

NOTECARD example for OSTEOMALACIA

Desc: softening of the bone due to defective mineralization

Rickets in children

Etiology: deficiency of vit. D - aids in bone mineralization and hardness; w/o bone is soft and weak

To mineralize bones need: calcium, phosphorus, vit D

In adults due to inadequate nutrition, inadequate exposure to sun, or malabsorption

S&S: bone pain, loss of height, bending, and deformity on weight-bearing bones (spine, pelvis, legs)

Dx: history, blood tests, x-ray, bone bx

Tx: correction of deformity; vit. D administration (IM, PO); damage may not correct

Prev: exposing arms and legs to sunlight for 5-10 min/d; eat foods ↑ vit D (oily fish, egg yolks);

supplements

| | | | |
|--------------------|--------------------------|------------------------|-------------------------|
| Desc = description | S&S = signs and symptoms | IM = intramuscular | min/d = minutes per day |
| Vit.= vitamin | Dx = diagnosis | PO = by mouth (per os) | ↑ = increase |
| w/o = without | Tx = treatment | Prev = prevention | |

DISCUSSION BOARD GRADING RUBRIC

All discussion boards MUST contain 1 post and a minimum of 2 replies

Original Post must contain a minimum of 50 words

Replies must contain a minimum of 25 words

| Performance | Exceptional 2 | Satisfactory 1 | Poor 0 |
|--------------------|--|--|--|
| Posts | At least one post. | One post. | No post from student. |
| Replies | Reply to at least 2 student posts | Replies to other students post without original post Reply to at least 1 student post | Does not reply to any student posts |
| Length | Original Post at least 50 words. Replies at least 25 words. | Original Post at least 25 words. Replies at least 10 words. | Original post less than 20 words. Replies less than 10 words. |
| Grammar/Spelling | Grammatical and Spelling errors do not exist. | Few Grammatical and spelling errors. | Several Grammatical errors and misspellings. Difficult to read/comprehend. |

Disease Project Guidelines

A mental health disease report will be due as specified on the lesson plan for this course. You should research your topic and compile information that you will use to write your paper. Disease choices can be submitted via email to your instructor. Please include three choices in your email request.

Once your instructor gives you the final disease topic you can begin your research. DO NOT wait until the week before the paper is due to begin your research. Please use reliable sources to gather your information. Do not put the information in a fact sheet format. You can use fact sheets to gather the information, but you will need to write your paper and create your PowerPoint presentation in the proper format.

Report Format

The report must be at least 300 words in length, typed and double-spaced. You have to use size 12 Arial or Calibri font and have 1-inch margins on all four sides of the paper. Deductions will be made if these criteria are not met. Please include a cover page listing your name, instructor's name, date, disease chosen, and the name of the course. **There will be an automatic 5-point deduction if there is no cover page.** Please use MLA or APA format when writing your paper. **There will be an automatic 10-point deduction if there is not Work Cited page.** **Be sure to address the description, etiology, signs and symptoms, how is the disease diagnosed, treated, prevented, prognosis, and patient education that is necessary to assist with treating the disease.**

This information will be written in your paper and displayed in your PowerPoint presentation. Treat this assignment as if you were teaching a patient or another practitioner about the topic you choose and/or are assigned. If you have questions, you can always reach out to your instructor.

PowerPoint Format

PowerPoint presentations need to be a **minimum of 20 slides**. Include charts, diagrams, educational pictures, and screening tools used in the clinical setting to educate the reader/patient on the disease or condition. Avoid putting too much information on each slide and continue the topics if needed.

Please refer to the rubric that will be used in the Blackboard course under the Project Guidelines tab.

The following content areas will be used for grading:

| | |
|---------------------|-----|
| Disease Information | 50% |
| Organization | 15% |
| Formatting | 10% |
| PowerPoint | 20% |
| Grammar/Spelling | 5% |

RUBRIC FOR MAST 1120 PROCTORED EVENT DISEASE PROJECT

STUDENT: _____ GRADE: _____

| Criteria | Master | Proficient | Competent | Novice |
|--|--|--|--|---|
| Disease Information 50% _____ points given | 50 Points: Information on disease is rich in content and includes all 8 requirements _____ Disease description _____ Disease etiology _____ Disease signs and symptoms _____ How disease diagnosed _____ Disease treatment _____ Disease prevention _____ Disease prognosis _____ Patient education | 37.5 Points: Information on disease is substantial in content and includes 6 out of 8 requirements _____ Disease description _____ Disease etiology _____ Disease signs and symptoms _____ How disease diagnosed _____ Disease treatment _____ Disease prevention _____ Disease prognosis _____ Patient education | 25 Points: Information on disease is generic in content and includes 4 out of 8 requirements _____ Disease description _____ Disease etiology _____ Disease signs and symptoms _____ How disease diagnosed _____ Disease treatment _____ Disease prevention _____ Disease prognosis _____ Patient education | 12.5 Points: Information on disease is lacking and includes 2 out of 8 requirements _____ Disease description _____ Disease etiology _____ Disease signs and symptoms _____ How disease diagnosed _____ Disease treatment _____ Disease prevention _____ Disease prognosis _____ Patient education |
| Organization 15% _____ points given | 15 Points: Information given in paper and PowerPoint is in a well-organized, well thought out manner and easy to follow. Excellent information on assigned disease. | 11.25 Points: Information given in paper and PowerPoint is generally organized and the reader is able to follow with little difficulty. Sufficient information on assigned disease. | 7.5 Points: Information given in paper and PowerPoint is somewhat organized and the reader has difficulty following it. Some information on assigned disease. | 3.75 Points: Information in paper and PowerPoint is severely lacking in any type of organization. The reader cannot follow nor make sense of writings. Very little information on assigned disease. |
| Formatting 10% _____ points given | 10 Points: All 4 Requirements _____ Correct margins (1 inch) _____ Correct spacing (double) _____ 12 point Arial or Calibri Font _____ Correct length (300 words) _____ words in length | 7.5 Points: 3 out of 4 Requirements _____ Correct margins (1 inch) _____ Correct spacing (double) _____ 12 point Arial or Calibri Font _____ Correct length (300 words) _____ words in length | 5 Points: 2 out of 4 Requirements _____ Correct margins (1 inch) _____ Correct spacing (double) _____ 12 point Arial or Calibri Font _____ Correct length (300 words) _____ words in length | 2.5 Points: 1 out of 4 Requirements _____ Correct margins (1 inch) _____ Correct spacing (double) _____ 12 point Arial or Calibri Font _____ Correct length (300 words) _____ words in length |
| PowerPoint 20% _____ points given | 20 Points _____ 20 or more slides _____ includes charts, diagrams, educational pictures, screening tools _____ correct amount of information per slide | 15 Points _____ 14-19 slides _____ includes charts, diagrams, educational pictures, screening tools _____ correct amount of information per slide | 10 Points _____ 8-13 slides _____ includes charts, diagrams, educational pictures, screening tools _____ correct amount of information per slide | 5 Points _____ 7 or less slides _____ includes charts, diagrams, educational pictures, screening tools _____ correct amount of information per slide |
| Grammar/Spelling 5% _____ points given | 5 Points _____ 1-2 grammatical errors _____ 1-2 misspelled words | 4 Points _____ 3-6 grammatical errors _____ 3-6 misspelled words | 3 Points _____ 1-3 Punctuation errors _____ 7-10 grammatical errors _____ 7-10 misspelled words | 2 Points _____ 3 or more punctuation errors _____ 11 or more grammatical errors _____ 11 or more misspelled words |