



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Human Diseases
Course Syllabus
Fall 2014**

Prepared by Dr. Yervant Boghos

Course title:	Human Diseases
Course #:	HLTH OCC 054
Course units:	4
Instructor:	Dr. Yervant Boghos
E-Mail:	boghosy@wlac.edu
Phone #:	(310) 287-7232
Office hours:	Tuesday 3:30pm—5:00pm Thursday 4:00pm----5:00pm (SC Room 104)
Prerequisite:	None
Textbook and Workbook:	Comprehensive Medical Assisting (Fourth Edition)
Author:	Judy Kronenberger, Laura Southard Durham, and Denise Woodson
Publisher:	Lippincott Williams & Wilkins

I. COURSE DESCRIPTION:

This course will cover the role of the Medical Assistant in specific medical practices. Basic anatomy, physiology and diseases of each human system would be discussed. Symptoms, diagnostic procedures, analysis and preventive measures of diseases and disorders in relation to major physiological systems would be explained. The systems discussed would be urinary, cardiovascular, pulmonary, EENT, immune, gastrointestinal, reproductive and nervous. In addition, the disciplines of oncology, pediatrics and obstetrics and gynecology would also be described.

II. COURSE OBJECTIVES:

Upon completion of this course the students will be able to:

1. Define and spell the key terms relating to the course topics.
2. Define abbreviations and medical terminology used in the topics.
3. Describe the medical assistant's role in each discipline.
4. Clarify varied law as they apply to healthcare.
5. Identify the anatomical structures of the body systems.
6. Describe the basic anatomy and physiology of each body system.
7. Describe common skin diseases and disorders.
8. Discuss the basics of cardiology and cardiac testing.
9. Describe the medical assistant's role in pulmonology and pulmonary testing.
10. Describe the anatomy, physiology, diseases and diagnosis of eyes, ear, nose and throat

11. List and describe the disorders of the urinary system
12. Describe the basics of immunology and allergies
13. Identify the diseases and disorders of gastroenterology and nutrition
14. Discuss the physiology of female reproductive system, pregnancy and menopause
15. Explain gynecological diseases and treatment.
16. Explain Medical Assistant role in working with patient with endocrine system disorders.
17. Describe physical development and emotional growth of a child.
18. Explain common pediatric diseases and disorders.
19. Describe the neurological system, disorders and diseases of neurological system.
20. Explain diagnostic procedures, treatment of cancer and emotional support of patients.

III. STUDENT LEARNING OUTCOMES: (SLO)

- Critical Thinking:
Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- Communication:
Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- Technical Competence:
Utilize the appropriate technology for informational, academic, personal, and professional needs..
Evaluate their affective behavior in the classroom, small groups and laboratories.
- Medical Ethics:
 - a. Render services with respect for human dignity.
 - b. Uphold the honor and high principles set forth by the AAMA.
 - c. Respect patient confidentiality and continually improve knowledge & skills

IV. STUDENT LEARNING OUTCOME ASSESSMENT:

- Students will be evaluated on correctly identifying various body systems, understanding their basic function, and common diseases.
- Students will be evaluated on their ability to appropriately use medical terminology associated with body systems.
- Students will be evaluated according to written examinations, assignments and quizzes to confirm that the course objectives have been achieved.

V. METHODS OF INSTRUCTIONS:

- Lecture
- Videos. (Subject to change)
- Group discussion
- Assignments
- Project Presentation (1)
- Quizzes (5)

VI. CLASSROOM/LAB DRESS CODE AND GROOMING:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

VII. ATTENDANCE POLICY:

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis. Participation in class discussion is required. Complete assignments during the allotted time.

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 7 and 8.

VIII. WALKING IN AND OUT OF CLASS:

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

IX. CELL PHONES, IPODS, TABLETS, AND OTHER COMMUNICATION DEVICES:

Turn them off and put them away when class begins. Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

Taking Photos in the classroom is **NOT** allowed without prior consent of the instructor.

X. FOOD AND DRINKS POLICIES:

- Food and drinks are **NOT** allowed during the lecture and lab.

Please refer to WLAC Allied Health Division Medical Assistant Handbook Board Rule 9805.10, page 11.

XI. ACADEMIC INTEGRITY:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will

provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as “Turn It In” to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity:

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.
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XII. STANDARDS OF STUDENT CONDUCT:

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

XIII. RECORDING DEVICES:

State Law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

[http://www.wlac.edu/academics/pdf/WLAC 12-14Catalog Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC%2012-14Catalog%20Policies.pdf)

XIV. DROPPING THE COURSE:

According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is [Sep. 12,2014]. The last day to drop without a “W” is [Sep.12,2014]. The last day to drop with a “W” is [Nov.21,2014].

XV. DISABLED STUDENT SERVICES:

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423.

The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

XVI. INSTRUCTIONAL SUPPORT AND MONITORING:

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>
- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the Degree Works icon, or contact an Online Counselor at onlinecounseling@wlab.edu

XVII. COURSE RESOURCES:

- Library and Learning Resources Center

XVIII. SYLLABUS CHANGE POLICY: This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester

XIX. GRADING AND EVALUATION:

- The grade in this course will be based upon:

a. Assignment (5 x 10 points)	50 points (10 points each)
b. Quizzes (5 x 20 points)	100 points (20 points each)
c. Project (1)	100 points
c. Final exam	50 points

- The maximum is 300 points =100%

90%-----100% = (270---300 points) is A = Excellent
80%-----89% = (240—269 points) is B = Good
70%-----79% = (210---239 points) is C = Average

Below 210 points or 69% and less is non-passing grade.

Note: There are **NO** make-up Quizzes or Tests.

Extra credit: *20 points for Perfect Attendance*

XX. COURSE OUTLINE AND SCHEDULE: on the next pages

Week	Day/Date	Time	Lecture Topics and activities	Assignments (Study Guide)
1	Tuesday Sep.02.14	5:10pm--6:40pm	I. Entrance test II. Introduction to syllabus	Read chapter 27
	Thursday Sep.04.14	5:10pm--6:40pm	Chapter 27, Dermatology - The Anatomy and Physiology of the Skin	Assign. # 1 Answer questions on Page 502--508
	Saturday Sep.06.14	8:00am--8:50am	- Diseases and Disorders of the Skin	Answer questions on Page 509--512
2	Tuesday Sep.09.14	5:10pm--6:40pm	Chapter 29, Ophthalmology and Otolaryngology - The Anatomy and Physiology of the Eye - Diseases and disorders of the Eye	Answer questions on Page 543 & 544
	Thursday Sep.11.14	5:10pm--6:40pm	- Diagnostic Studies of the Eye - Therapeutic Procedures of the Eye	Answer questions on Page 545 & 546
	Saturday Sep.13.14	8:00am--8:50am	- The Anatomy and Physiology of the Ear	Answer questions on Page 547& 548
3	Tuesday Sep.16.14	5:10pm--6:40pm	- Common Disorders of the Ear - Diagnostic Studies of the Ear	Answer questions on Page 549
	Thursday Sep.18.14	5:10pm--6:40pm	- Common Disorders of the Nose and Throat - Diagnostic Studies of the Nose and Throat	Case Study For Critical Thinking
	Saturday Sep.20.14	8:00am--8:50am	Quiz # 1 (chapter 27 & 29)	Turn in Assign.# 1
4	Tuesday Sep.23.14	5:10pm--6:40pm	Chapter 30, Pulmonary Medicine -The Anatomy and Physiology of the Pulmonary System - Common Respiratory Disorders	Assign. # 2 Answer questions on Page 571---574
	Thursday Sep.25.14	5:10pm--6:40pm	- Common Diagnostic and Therapeutic Procedures	Answer questions on Page 575---577
	Saturday Sep.27.14	8:00am--8:50am	- Project presentation / Group Discussion	Case Study For Critical Thinking
5	Tuesday Sep.30.14	5:10pm--6:40pm	Chapter 32, Gastroenterology -The Anatomy and Physiology of the GI System - Common GI Disorders	Answer questions on Page 603---607
	Thursday Oct.02.14	5:10pm--6:40pm	- Common Diagnostic and Therapeutic Procedures	Answer questions on Page 608---611
	Saturday Oct.04.14	8:00am--8:50am	Quiz # 2 (chapter 30 & 32)	Turn in Assign.# 2

6	Tuesday Oct.07.14	5:10pm--6:40pm	Chapter 33, Neurology - The Anatomy and Physiology of the Nervous System - Common Nervous System Disorders	Assign. # 3 Answer questions on Page 616---620
	Thursday Oct.09.14	5:10pm--6:40pm	- Common Diagnostic Tests for Disorders of the Nervous System	Answer questions on Page 621---625
	Saturday Oct.11.14	8:00am--8:50am	Quiz # 3 (chapters 33)	Turn in Assign.# 3
7	Tuesday Oct.14.14	5:10pm--6:40pm	Chapter 34, Urology - Anatomy and Physiology - Male Reproductive System	Assign. # 4 Answer questions on Page 631---634
	Thursday Oct.16.14	5:10pm--6:40pm	- Common Urinary Disorders - Common Disorders of the Male Reproductive System	Answer questions on Page 635---638
	Saturday Oct.18.14	8:00am--8:50am	- Group Discussion / Project presentation	Case Study For Critical Thinking
8	Tuesday Oct.21.14	5:10pm--6:40pm	Chapter 35, - The Anatomy and Physiology of the Female Reproductive System	Answer questions on Page 647 & 648
	Thursday Oct.23.14	5:10pm--6:40pm	- Gynecological Disorders - Sexually Transmitted Diseases	Answer questions on Page 649 & 650
	Saturday Oct.25.14	8:00am--8:50am	Group Discussion / Project presentation	Answer questions on Page 651---654
9	Tuesday Oct.28.14	5:10pm--6:40pm	- Common Diagnostic and Therapeutic Procedures	Answer questions on Page 655 & 656
	Thursday Oct.30.14	5:10pm--6:40pm	- Obstetric Care - Obstetric Disorders - Common Obstetric Test and Procedures	Case Study For Critical Thinking
	Saturday Nov.01.14	8:00am--8:50am	- Project presentation / Group Discussion	
10	Tuesday Nov.04.14	5:10pm--6:40pm	- Contraception - Menopause	Q & A
	Thursday Nov.06.14	5:10pm--6:40pm	- Video (subject to change) - Group Discussion	Q & A
	Saturday Nov.08.14	8:00am--8:50am	- Project presentation / Group Discussion	

	Tuesday Nov.11.14	Veteran's Day		
11	Thursday Nov.13.14	5:10pm--6:40pm	Quiz # 4 (chapters 34 & 35) Chapter 36, Endocrinology - The Major Endocrine Glands and their Hormones	Turn in Assign.# 4
	Saturday Nov.15.14	8:00am--8:50am	- Group Discussion / Project presentation	
	Tuesday Nov.18.14	5:10pm--6:40pm	- Common Disorders of the Endocrine System	Assign. # 5 Answer questions on Page 666----669
12	Thursday Nov.20.14	5:10pm--6:40pm	- Common Diagnostic and Therapeutic Procedures	Answer questions on Page 670----673
	Saturday Nov.22.14	8:00am--8:50am	- Group Discussion / Project presentation	
	Tuesday Nov.25.14	5:10pm--6:40pm	Chapter 37, Pediatrics -The Pediatric Practice - Child Development	Answer questions on Page 679----683
13	Thursday Nov.27.14	Thanksgiving Holiday		
	Saturday Nov.29.14			
	Tuesday Dec.02.13			
14	Thursday Dec.04.14	5:10pm--6:40pm	- Pediatric Illnesses and Disorders	Case Study For Critical Thinking
	Saturday Dec.06.14	5:10pm--6:40pm	- Group Discussion / Project presentation	
	Tuesday Dec.09.14	5:10pm--6:40pm	Chapter 38, Geriatrics - Reinforcing Medical Compliance in the Older Adult - Reinforcing Mental Health in the Older Adult	Answer questions on Page 697----701
15	Thursday Dec.11.14	5:10pm--6:40pm	- Systemic Changes in the Older Adult - Diseases of the Older Adult	Answer questions on Page 702----707
	Saturday Dec.13.14	8:00am--8:50am	Quiz # 5 (chapters 36 & 38)	Turn in Assign.# 5

16	Tuesday Dec.16.14	5:10pm--6:40pm	- Project Presentation / Group Discussion - Review	Q & A
	Thursday Dec.18.14	5:10pm--6:40pm	- Project Presentation / Group Discussion - Review for the Final Exam	Q & A
	Saturday Dec.20.14	8:00am--8:50am	Final Exam	Final Exam

This Syllabus is Subject to Revision

Student Acknowledgment

(Please return this sheet to the instructor)

Course: HLTH OCC # 054 Human Diseases

Semester: Fall 2014

“I _____, have completely read this syllabus
and understand and agree to the course requirements.”

Student's Signature _____ Date _____