

EDISON STATE COLLEGE
CURRICULUM COMMITTEE
CHANGE OF COURSE PROPOSAL FORM

TO: CURRICULUM COMMITTEE
FROM: Deborah Howard
PRESENTER:
DATE: 3/23/2010

TYPE OF COURSE CHANGE: Check all that apply.

<input type="checkbox"/>	Change to course number
<input type="checkbox"/>	Change to course title
<input type="checkbox"/>	Change to course description
<input type="checkbox"/>	Change to course co-requisites
<input type="checkbox"/>	Change to course prerequisites
<input type="checkbox"/>	Change to course learning outcomes**
<input type="checkbox"/>	Change to course transfer designation
<input type="checkbox"/>	Change to course credits
<input type="checkbox"/>	Other (specify) Major Restriction addition

Course Name, including prefix and number: BSC1084C Anatomy and Physiology

Class credits: from to

Lab credits: from to

Combined lab & class credits: from to

From AA/AP to AS/PSV From AS/PSV to AA/AP

From AS to BS

From degree core requirement to elective OR

From elective to degree core requirement

From part of general education program to not part of general education program

OR From not part of general education program to part of general education program

Change in prerequisites from to

Change in co-requisite from to

Is there a Major Restriction? **yes** no (meaning only declared majors may take the course) **Add pre-Health Information Management/Health Information Management as an acceptable declared major in addition to existing major restriction.**

Course fee change from _____ to _____ (Attach course fee worksheet, if applicable)

JUSTIFICATION FOR CURRICULUM ACTION, OTHER EXPLANATORY INFORMATION:

Change needed for program accreditation sequence standards.

TERM IN WHICH PROPOSED ACTION WILL TAKE EFFECT: **FALL 2010 (For any term other than fall of the academic year following submission, approval of the Vice President of Academic and Student Affairs is required.)**

Date _____
Signature of Vice President of Academic and Student Affairs (if required)

FACULTY ENDORSEMENTS:

DEPARTMENT CHAIR OR PROGRAM COORDINATOR'S ENDORSEMENT:

DATE: _____

ASSOCIATE/ ACADEMIC DEAN ENDORSEMENT: _____ DATE: _____

STUDENT ASSESSMENT COMMITTEE CHAIR: _____ DATE: _____

DISTRICT DEAN OF INSTRUCTION ENDORSEMENT: _____ DATE: _____

After reviewing and signing this proposal, the District Dean will return the proposal to the Department Chair or Program Coordinator.

The Department Chair/Program Coordinator will send this proposal along with any other proposals from his/her department being submitted for review by the Curriculum Committee to the Office of the Vice President of Academic and Student Affairs by the Friday before the next scheduled Curriculum Committee meeting.

Fall 2009

EDISON STATE COLLEGE
Division of Arts and Sciences

COMMON COURSE SYLLABUS

Professor:

Office Location:

E-mail:

Phone Number:

Office Hours:

Semester:

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS:

BSC 1084C: Anatomy and Physiology – AA

4 Credits

This is a one semester combined lecture/lab course in human anatomy and physiology designed for students in the paramedic program at Edison State College. It includes principles and concepts of chemistry and biochemistry. Concepts related to the cell and tissues are covered in conjunction with concepts related to the structure and function of the body systems. Each system is presented in sufficient depth to provide students with a comprehensive understanding of the human body. This course is an introduction to anatomy and physiology, chemistry, the cell, tissues, and the following systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. This course cannot be used as a substitute for any other anatomy and physiology course at Edison State College.

II. PREREQUISITES FOR THE COURSE:

Successful completion of all developmental courses and corresponding state exit exams

III. GENERAL COURSE INFORMATION:

- Anatomy and physiology
- Chemistry
- Cells
- Tissues
- Integumentary system
- Skeletal system
- Muscular system
- Nervous system
- Special senses
- Endocrine system
- Cardiovascular
- Lymphatic system
- Endocrine system
- Immune system
- Respiratory system
- Digestive system
- Urinary system
- Reproductive system

IV. LEARNING OUTCOMES AND ASSESSMENT:

General Education Competencies:

General education courses must meet at least four of the following outcomes. All other courses will meet one or more of these outcomes.

At the conclusion of this course, students will be able to demonstrate the

following competencies:

Communication (COM): To communicate (read, write, speak, listen) effectively using standard English and apply effective techniques to create working relationships with others to achieve common goals.

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

Additional Course Competencies:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

Learning Outcomes	Assessments	Gen. Ed. Competencies
Define homeostasis, explain homeostatic control mechanisms, and give examples of conditions that are maintained in the human body.	Lecture exam.	COM, CT
Use anatomical terminology correctly.	Successful completion of the appropriate lab exercise and utilization of appropriate terminology throughout the course.	COM
Describe the functions of ions, water, acids, and bases in the human body.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM, CT
Discuss the differences in structure and function in these macromolecules: carbohydrates, lipids, proteins, and nucleic acids	Successful completion of the appropriate lab exercise and lecture exam.	COM, CT
Explain the role of enzymes.		COM
Identify the major cellular organelles and discuss their function.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM
Explain how substances move into and out of cells.	Successful completion of the appropriate lab exercise and lecture exam.	COM, CT
Compare and contrast mitosis and meiosis.	Successful completion of the appropriate lab exercise and	COM,CT

	lecture exam.	
Compare and contrast the characteristics, classification, location, and function of the four primary tissues and use a microscope correctly to identify tissues.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM, CT
Describe the structure and summarize the functions of the different parts of the integumentary system.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM
Discuss the types and significance of burns.		COM, CT
Differentiate the two ossification processes and summarize the events involved in the remodeling and repair of bones.	Successful completion of the appropriate lab exercise and lecture exam.	COM, CT
Identify the bones and major bone markings on the axial and appendicular skeleton.	Successful completion of the appropriate lab exercise and lab practical exam.	COM, GSR, TIM
Describe the structure of various joints, demonstrate the types of movements these joints allow, and describe the factors that determine the stability of joints.	Successful completion of the appropriate lab exercises, lecture exam and lab exam.	COM, CT, GSR, TIM
Describe gross anatomy and the microscopic anatomy of skeletal muscle and describe the mechanism of contraction of a skeletal muscle cell.	Lecture exam and lab exam.	COM, CT
Describe skeletal muscle metabolism, sketch aerobic and anaerobic cellular respiration, and explain the effect of exercise on muscles.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM, GSR, TIM
Identify the major muscles of the body on models and demonstrate their actions.	Successful completion of the appropriate lab exercise and a lab practical exam.	COM
Describe the characteristics, structure, and function of the nervous system cells (including neurons and glial cells), appraise their differences, and summarize how neurons transmit information to other neurons or skeletal muscles.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM, CT, GSR, TIM
Describe the structure and function of the central nervous system (CNS), analyze how information is processed and conducted throughout the CNS, identify how the CNS is protected, and identify and describe the function of the cranial nerves.		COM, CT, GSR, TIM
Describe the components of the peripheral nervous system (PNS) and discuss how they convey sensory information to the CNS and motor output to effector organs; also, identify and describe the function of the spinal nerves.	Successful completion of the appropriate lab exercises, lecture exam and lab exam.	COM, CT, GSR, TIM
Construct the components of a reflex arc,	Successful completion of the	COM, CT

discuss the function and importance of spinal reflexes, and demonstrate given reflexes.	appropriate lab and lecture exam.	
Compare and contrast the somatic and autonomic nervous systems (ANS) and compare and contrast the structure and function of the sympathetic and parasympathetic branches of the ANS.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM, CT, GSR, TIM
Describe the structure and function of the special sense organs, and analyze how they convert sensory information into nerve impulses and how the input is integrated.		COM, CT, GSR, TIM
Identify the major endocrine organs, describe each of their hormones and the control of their release, and analyze the role of each hormone in homeostasis.		COM, CT, GSR, TIM
Analyze the composition, physical characteristics and functions of blood, and explain the process of hemostasis and the associated disorders.	Successful completion of the appropriate lab exercise, lab practical and lecture exam.	COM, CT
Describe the gross and microscopic anatomy of the heart, diagram the pathway of blood through the heart, and describe the contraction of cardiac muscle cells.	Successful dissection of a preserved heart, identifying the heart structures including coronary vessels on models in a practical exam, and by taking a lecture exam.	COM, CT
Explain how the cardiac conduction system controls cardiac contraction and correlate the events of the cardiac cycle.	Successful completion of a lecture exam and correct interpretation of EKG's.	COM, CT, GSR
Calculate cardiac output and describe associated homeostatic imbalances.	Successful completion of a lecture exam.	COM, CT
Describe the structure of blood vessels and outline the factors affecting blood flow, the control of blood flow through the body tissues, and the movement of fluids and nutrients across the capillary wall.		COM, CT
Identify the major blood vessels and circulatory pathways on models.	Successful completion of a lab practical exam.	COM, CT
Describe the structure and function of lymphoid cells, tissues, vessels and organs and explain the formation of lymph.	Successful completion of a lecture exam and lab exam for the lymphatic system.	COM, CT
Summarize the first and second line of nonspecific defense mechanisms and compare and contrast antibody mediated and cell mediated immunity.		COM, CT, GSR

Describe the structure and function of the respiratory system organs, the mechanics of breathing, the control of ventilation, and describe the respiratory volumes and capacities.	Successful completion of a lecture exam, a spirometry lab, and a lab practical.	COM, CT, GSR
Compare and contrast the structure, function, and control of the digestive system organs.	Successful completion of a lecture exam and a lab practical.	COM, CT
Describe the structure and function of the urinary system organs, identify urinary system structures on models, and explain how dilute and concentrated urine are formed.		COM, CT
Summarize water, electrolyte, and acid-base balance and their effect on homeostasis.	Successful completion of a lecture exam.	COM, CT
Describe blood pressure homeostasis by correlating the neuronal and hormonal control mechanisms for cardiac output, peripheral resistance, and blood volumes.		COM, CT
Describe the structure and function of the male and female reproductive organs and identify these organs on models.	Successful completion of a lecture exam and lab practical.	COM, CT
Diagram spermatogenesis, oogenesis, ovarian cycle, and the uterine cycle and explain the hormonal control of the male and female reproductive systems.		COM, CT, GSR
Describe the events in fertilization, and the progression of fetal development events.		COM, CT, GSR

V. DISTRICT-WIDE POLICIES:

Programs for Students with Disabilities

Edison State College, in accordance with the Americans with Disabilities Act and the College's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

List specific course assessments, such as class participation, tests, homework assignments, make-up procedures, etc.

VII. ATTENDANCE POLICY:

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

VIII. GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the Edison Catalog for the policy on “incomplete” grades.)

IX. REQUIRED COURSE MATERIALS:

X. RESERVED MATERIALS FOR THE COURSE: Other special learning resources.

XI. CLAST COMPETENCIES INVOLVED IN THE COURSE:

XII. CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

XIII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

Include other info/procedures/policies that would be useful to the students in the class, if appropriate.

Course fee change from _____ to _____ (Attach course fee worksheet, if applicable)

JUSTIFICATION FOR CURRICULUM ACTION, OTHER EXPLANATORY INFORMATION:

Change needed for program accreditation sequence standards.

TERM IN WHICH PROPOSED ACTION WILL TAKE EFFECT: **SUMMER2010 (For any term other than fall of the academic year following submission, approval of the Vice President of Academic and Student Affairs is required.)**

Date _____
Signature of Vice President of Academic and Student Affairs (if required)

FACULTY ENDORSEMENTS:

DEPARTMENT CHAIR OR PROGRAM COORDINATOR'S ENDORSEMENT:

DATE: _____

ASSOCIATE/ ACADEMIC DEAN ENDORSEMENT: _____ DATE: _____

STUDENT ASSESSMENT COMMITTEE CHAIR: _____ DATE: _____

DISTRICT DEAN OF INSTRUCTION ENDORSEMENT: _____ DATE: _____

After reviewing and signing this proposal, the District Dean will return the proposal to the Department Chair or Program Coordinator.

The Department Chair/Program Coordinator will send this proposal along with any other proposals from his/her department being submitted for review by the Curriculum Committee to the Office of the Vice President of Academic and Student Affairs by the Friday before the next scheduled Curriculum Committee meeting.

Fall 2009

EDISON STATE COLLEGE

Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR: DEBORAH HOWARD

OFFICE LOCATION: A-123

E-MAIL: DHOWARD@EDISON.EDU

PHONE NUMBER: 239-489-9419

OFFICE HOURS: MONDAYS 9:00 – 2:00

SEMESTER: FALL 2009

TUESDAYS 12:30 – 8:30

WEDNESDAYS 9:00 – 2:00

THURSDAYS 1:30 – 9:30

FRIDAYS By Appointment

I. HAS 1100 Orientation to Healthcare AS 2 Credits

Description of the healthcare industry, its historical background, functions, inter-relations.

II. PREREQUISITES FOR THE COURSE: None

CO-REQUISITES: None

III. GENERAL COURSE INFORMATION: Topic Outline

- Unit I: *Overview and Payment*
 - Health and Healthcare in America: An Introduction
 - The Business Side of Healthcare
 - The Payment Process: Insurance and Third-Party Payers
 - The Payment Process: Government Payment Programs
- Unit II: *Health Care Providers*
 - Health Care Providers: Physicians
 - Health Care Providers: Nurses
 - Other Clinical Health Care Providers
- Unit III: *The Delivery Systems*
 - Primary Care: Health Care Providers' Offices and Clinics
 - Secondary Care: Hospitals
 - Tertiary Care: The Long Term Care Continuum
 - Mental Health Services: A Combination of Systems
 - The Publish Health System: The Government's Role
- Unit IV: *Health Care Industry and Research*
 - Medical Technology and Pharmaceuticals
 - Health Care Research and Prevention

IV. LEARNING OUTCOMES AND ASSESSMENT:

EDISON STATE COLLEGE

Division of Health Professions

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

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Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
Describe the United States health care system.	Students will demonstrate competency in these outcomes by successfully completing one or more of the following assessments: Chapter Outlines Article Reviews Chapter Quizzes Comprehensive Final Exam	COM, CT, TIM COM, CT, TIM CT CT
Explain the causes and characteristics of health service utilization.		
Discuss the nature of wellness and disease.		
Identify individual provider settings.		
Understand the financial and non-financial resources used and needed in the health care system.		
Explain the measurement of quality of care in the health care system.		
Discuss current issues in healthcare delivery.		

V. DISTRICT-WIDE POLICIES

EDISON STATE COLLEGE

Division of Health Professions

PROGRAMS FOR STUDENTS WITH DISABILITIES

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VI. REQUIREMENTS FOR THE STUDENTS:

- Learning methodologies include reading, group discussions, case studies, lab assignments, writing assignments and tests.
- **PREPARATION**
 - Students are expected to complete the assigned reading assignments prior to class as assigned.
 - Students are expected to be able to discuss information contained in the assigned readings.
 - In addition, chapter lab assignments will be given each week and checked for completion.
- All assignments must be submitted in Microsoft Word. Any assignments submitted in rich text, Word Perfect, Word Pad, or any other format will not be accepted and will be returned ungraded. If you are currently using the new Microsoft VISTA operating system, please convert your document to Microsoft Word before submitting any electronic files.
- **LATE SUBMITTALS** will be downgraded.
 - Grades for late assignments will be reduced a minimum of one letter grade, if received within one week of the due date. **No work will be accepted more than one week past the due date unless there is documented proof of an extraordinary event outside of the control of the student.** In this event, it is the decision of the professor as to how much time, if any, will be allowed to complete the late assignments.
 - If the assignment is not submitted within one week past the due date, the student will receive a zero for the assignment. Students failing to complete all required assignments and examinations will not receive credit for the course.

VII. ATTENDANCE POLICY:

- Attendance is taken each week.

EDISON STATE COLLEGE

Division of Health Professions

- Students are responsible for obtaining missed lecture information due to absence.
- **Absences totaling more than three sessions will result in a failing grade.**

VIII. GRADING POLICY:

1.	Chapter Outlines	25%
2.	Article Reviews	25%
3.	Chapter Quizzes	25%
4.	Final Exam	25%

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

Due dates as specified in the Class Schedule are to be followed. Failure to submit the assignment on the specified due date will result in a downgrade of 10 points off the score.

All required components must be completed in order to receive a final grade in this course.

IX. REQUIRED COURSE MATERIALS:

Austin, A., & Wetle, V. (2008). *The united states healthcare system: Combining business, health, and delivery*. Upper Saddle River, N.J.: Pearson Prentice Hall.

Microsoft Office (Word, PowerPoint, Excel, Access)

X. RESERVED MATERIALS FOR THE COURSE:

None at this time.

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

None

XII. CLASS SCHEDULE:

EDISON STATE COLLEGE

Division of Health Professions

Date	Topic	Homework	Due Date
8/27 Week 1	Chapter 1 Lecture/Lab Health and Health Care in America: An Introduction Using Blackboard Finding Health Related Articles	Read Chapter 1 Chapter 1 Outline Chapter 1 Review Questions Read Chapter 2 Chapter 2 Outline Article Review Chapter 2	9/3
9/3 Week 2	Chapter 2 Lecture/Lab The Business Side of Healthcare Chapter 2 Article Discussions	Chapter 1 Online Quiz Chapter 2 Review Questions Read Chapter 3 Chapter 3 Outline Article Review Chapter 3	9/10
9/10 Week 3	Chapter 3 Lecture/Lab The Payment Process: Insurance and Third-Party Payers Chapter 3 Article Discussions	Chapter 2 Online Quiz Chapter 3 Review Questions Read Chapter 4 Chapter 4 Outline Article Review Chapter 4	9/17
9/17 Week 4	Chapter 4 Lecture/Lab The Payment Process: Government Payment Programs Chapter 4 Article Discussions	Chapter 3 Online Quiz Chapter 4 Review Questions Read Chapter 5 Chapter 5 Outline Article Review Chapter 5	9/24
9/24 Week 5	Chapter 5 Lecture/Lab Health Care Providers: Physicians Chapter 5 Article Discussions	Chapter 4 Online Quiz Chapter 5 Review Questions Read Chapter 6 Chapter 6 Outline Article Review Chapter 6	10/1
10/1 Week 6	Chapter 6 Lecture/Lab Health Care Providers: Nurses Chapter 6 Article Discussions	Chapter 5 Online Quiz Chapter 6 Review Questions Read Chapter 7 Chapter 7 Outline Article Review Chapter 7	10/8
10/8 Week 7	Chapter 7 Lecture/Lab Other Clinical Health Care Providers Chapter 7 Article Discussions	Chapter 6 Online Quiz Chapter 7 Review Questions Read Chapter 8 Chapter 8 Outline Article Review Chapter 8	10/15
10/15 Week 8	Chapter 8 Lecture/Lab Primary Care: Health Care Providers' Offices and Clinics Chapter 8 Article Discussions	Chapter 7 Online Quiz Chapter 8 Review Questions Read Chapter 9 Chapter 9 Outline Article Review Chapter 9	10/22
10/22 Week 9	Chapter 9 Lecture/Lab Secondary Care: Hospitals Chapter 9 Article Discussions	Chapter 8 Online Quiz Chapter 9 Review Questions Read Chapter 10 Chapter 10 Outline Article Review Chapter 10	10/29
10/29 Week 10	Chapter 10 Lecture/Lab Tertiary Care: Long Term Care Continuum Chapter 10 Article Discussions	Chapter 9 Online Quiz Chapter 10 Review Questions Read Chapter 11 Chapter 11 Outline Article Review Chapter 11	11/5
11/5 Week 11	Chapter 11 Lecture/Lab Mental Health Services: A Combination of Systems Chapter 11 Article Discussions	Chapter 10 Online Quiz Chapter 11 Review Questions Read Chapter 12 Chapter 12 Outline Article Review Chapter 12	11/12
11/12 Week 12	Chapter 12 Lecture/Lab The Public Health System: The Government's Role	Chapter 11 Online Quiz Chapter 12 Review Questions	11/19

EDISON STATE COLLEGE

Division of Health Professions

	Chapter 12 Article Discussions	Read Chapter 13 Chapter 13 Outline Article Review Chapter 13	
11/19 Week 13	Chapter 13 Lecture/Lab Medical Technology and Pharmaceuticals Chapter 13 Article Discussions	Chapter 12 Online Quiz Chapter 13 Review Questions Read Chapter 14 Chapter 14 Outline	12/3
11/26 Week 14	Thanksgiving Holiday – Class Online Chapter 14 Notes Health Care Research and Prevention Review for Final Exam	Chapter 13 Online Quiz Chapter 14 Online Quiz Study for Final Exam	12/3
12/3 Week 15	Final Exam – Comprehensive		12/10

XIII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

HIM Associate Degree Entry-Level Competencies

Domains, Subdomains, and Tasks

For 2006 and beyond

III. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
3. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

EDISON STATE COLLEGE
CURRICULUM COMMITTEE
CHANGE OF COURSE PROPOSAL FORM

TO: CURRICULUM COMMITTEE
FROM: Deborah Howard
PRESENTER:
DATE: 3/23/2010

TYPE OF COURSE CHANGE: Check all that apply.

<input type="checkbox"/>	Change to course number
<input type="checkbox"/>	Change to course title
<input type="checkbox"/>	Change to course description
<input type="checkbox"/>	Change to course co-requisites
<input type="checkbox"/>	Change to course prerequisites
<input type="checkbox"/>	Change to course learning outcomes**
<input type="checkbox"/>	Change to course transfer designation
<input type="checkbox"/>	Change to course credits
<input type="checkbox"/>	Other (specify)

Course Name, including prefix and number:

HIM1000 Introduction to Health Information Management

Class credits: from to

Lab credits: from to

Combined lab & class credits: from to

From AA/AP to AS/PSV From AS/PSV to AA/AP

From AS to BS

From degree core requirement to elective OR

From elective to degree core requirement

From part of general education program to not part of general education program

OR From not part of general education program to part of general education program

Change in prerequisites from to

Change in co-requisite from HIM1430, HAS1000 to None

Is there a Major Restriction? **yes** no (meaning only declared majors may take the course)

Course fee change from _____ to _____ (Attach course fee worksheet, if applicable)

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Change needed for program accreditation sequence standards.

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Date _____
Signature of Vice President of Academic and Student Affairs (if required)

FACULTY ENDORSEMENTS:

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DATE: _____

ASSOCIATE/ ACADEMIC DEAN ENDORSEMENT: _____ DATE: _____

STUDENT ASSESSMENT COMMITTEE CHAIR: _____ DATE: _____

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Fall 2009

EDISON STATE COLLEGE

Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR: DEBORAH HOWARD

OFFICE LOCATION: A-123

E-MAIL: DHOWARD3@EDISON.EDU

PHONE NUMBER: 239-489-9419

OFFICE HOURS: MONDAYS 9:00 – 2:00
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WEDNESDAYS 9:00 – 2:00
THURSDAYS 1:30 – 9:30
FRIDAYS By Appointment

SEMESTER: FALL 2009

I. HIM1000 Introduction to Health Information Management AS 3 Credits

This course provides a broad overview of healthcare dynamics and operations from the medical record viewpoint. This course provides an overview specifically for: health information statistics, medical informatics, healthcare registries, database design, healthcare research, analysis of health data, design formats for presentation of health data and health information management department operations.

II. PREREQUISITES FOR THE COURSE:

- Acceptance to the Health Information Management Program

CO-REQUISITES: None

III. GENERAL COURSE INFORMATION: Topic Outline

- Unit I:
 - Healthcare Delivery Systems
 - Health Information Management Professionals
 - Health Care Settings
- Unit II:
 - The Patient Record
 - Content of the Patient Record
- Unit III:
 - Numbering & Filing Systems and Record Storage & Circulation
 - Indexes, Registers, and Health Data Collection
- Unit IV:
 - Legal Aspects of Health Information Management
 - Coding and Reimbursement

EDISON STATE COLLEGE

Division of Health Professions

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Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
1. Describe health information management concepts common to allied health professionals.	Students will demonstrate competency in these outcomes by successfully completing one or more of the following assessments: Lab Assignments Chapter Tests Unit Exams Comprehensive Final Exam	COM, CT, TIM
2. Describe characteristics of health care delivery and settings in the United States.		
3. Delineate career opportunities for health information management professionals.		
4. Describe types of patient records, including documentation issues associated with each.		
5. Describe numbering and filing systems and record storage and circulation methods.		
6. Explain indexes, registers and health data collection.		
7. Introduce legal aspects of health information management.		
8. Provide an overview of coding and reimbursement issues.		

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Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

- Learning methodologies include reading, group discussions, case studies, lab assignments, writing assignments and tests.
- PREPARATION
 - Students are expected to complete the assigned reading prior to class as indicated.
 - Students are expected to be able to discuss information contained in the assigned readings.
 - In addition, chapter lab assignments will be given each week and checked for completion.
- All assignments must be submitted in Microsoft Word. Any assignments submitted in rich text, Word Perfect, Word Pad, or any other format will not be accepted and will be returned ungraded. If you are currently using the new Microsoft VISTA operating system, please convert your document to Microsoft Word before submitting any electronic files.
- LATE SUBMITTALS will be downgraded.
 - Grades for late assignments will be reduced a minimum of one letter grade, if received within one week of the due date. **No work will be accepted more than one week past the due date unless there is documented proof of an extraordinary event outside of the control of the student.** In this event, it is the decision of the professor as to how much time, if any, will be allowed to complete the late assignments.
 - If the assignment is not submitted within one week past the due date, the student will receive a zero for the assignment. Students failing to complete all required assignments and examinations will not receive credit for the course.

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Division of Health Professions

VII. ATTENDANCE POLICY:

- Attendance is taken each week.
- Students are responsible for obtaining missed lecture information due to absence.
- **Absences totaling more than three sessions will result in a failing grade.**

VIII. GRADING POLICY:

1.	Chapter Lab Assignments	25%
2.	Chapter Tests	25%
3.	Unit Exams	25%
4.	Final Exam	25%

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

Due dates as specified in the Class Schedule are to be followed. Failure to submit the assignment on the specified due date will result in a downgrade of 10 points off the score.

All required components must be completed in order to receive a final grade in this course.

IX. REQUIRED COURSE MATERIALS:

Green, M.A., & Bowie, M.J. (2005). *Essentials of health information management: Principles and practices*. Clifton Park, N.Y. : Thomson Delmar Learning.

Green, M.A., & Bowie, M.J. (2005). *Lab manual to accompany essentials of health information management: Principles and practices*. Clifton Park, N.Y. : Thomson Delmar Learning.

Microsoft Office (Word, PowerPoint, Excel, Access)

X. RESERVED MATERIALS FOR THE COURSE:

None at this time.

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

None

EDISON STATE COLLEGE

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XII. CLASS SCHEDULE:

Date	Topic	Homework	Due Date
8/25 Week 1	Chapter 1 Lecture/Lab Health Care Delivery Systems	Read Chapter 1 Chapter 1 Exercises Lab Assignments 1-1 and 1-2 Chapter Review Read Chapter 2	9/1
9/1 Week 2	Chapter 1 Quiz Chapter 2 Lecture/Lab Health Information Management Professionals	Chapter 2 Exercises Lab Assignments 2-1 thru 2-4 Chapter Review Read Chapter 3	9/8
9/8 Week 3	Chapter 2 Quiz Chapter 3 Lecture/Lab Health Care Settings	Chapter 3 Exercises Lab Assignment 3-1 Chapter Review Read Chapter 4	9/15
9/15 Week 4	Chapter 3 Quiz Chapter 4 Lecture/Lab The Patient Record: Hospital, Physician Office, and Alternate Care Settings	Chapter 4 Exercises Lab Assignments 4-1 thru 4-5 Chapter Review Study for Unit I Exam – Chapters 1-3	9/22
9/22 Week 5	Unit I Exam Chapters 1-3	Read Chapter 5	9/29
9/29 Week 6	Chapter 4 Quiz Chapter 5 Lecture/Lab Content of the Patient Record: Inpatient, Outpatient, and Physician Office	Chapter 5 Exercises Lab Assignments 5-1 thru 5-3 Chapter Review Read Chapter 6	10/6
10/6 Week 7	Chapter 5 Quiz Chapter 6 Lecture/Lab Numbering and Filing Systems and Record Storage and Circulation	Chapter 6 Exercises Lab Assignments 6-1 thru 6-5 Chapter Review Study for Unit II Exam - Chapters 4 & 5	10/13
10/13 Week 8	Unit II Exam – Chapters 4 and 5	Read Chapter 7	10/20
10/20 Week 9	Chapter 6 Quiz Chapter 7 Lecture/Lab Indexes, Registers, and Health Data Collection	Chapter 7 Exercises Lab Assignments 7-1 thru 7-3 Chapter Review Read Chapter 8	10/27
10/27 Week 10	Chapter 7 Quiz Chapter 8 Lecture/Lab Legal Aspects of Health Information Management	Chapter 8 Exercises Lab Assignments 8-1 thru 8-5 Chapter Review Study for Unit III Exam Chapters 6 and 7	11/3
11/3 Week 11	Unit III Exam - Chapters 6 and 7	Read Chapter 9	11/10
11/10 Week 12	Chapter 8 Quiz Chapter 9 Lecture/Lab Coding and Reimbursement	Chapter 9 Exercises Lab Assignments 9-1 and 9-3 Chapter Review	11/17
11/17 Week 13	Chapter 9 Quiz	Study for Unit IV Exam Chapters 8 and 9	11/24
11/24 Week 14	Unit IV Exam – Chapters 8 and 9		12/1
12/1 Week 15	Review for Final Exam	Study for Final Exam	12/8
12/8	Final Exam – Comprehensive		

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XIII. OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

HIM Associate Degree Entry-Level Competencies

Domains, Subdomains, and Tasks

For 2006 and beyond

I. Domain: Health Data Management

A. Subdomain: Health Data Structure, Content and Standards

1. Collect and maintain health data (such as data elements, data sets, and databases).
2. Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
3. Apply policies and procedures to ensure the accuracy of health data.
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

B. Subdomain: Healthcare Information Requirements and Standards

1. Monitor and apply organization-wide health record documentation guidelines.
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
3. Report compliance findings according to organizational policy.
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.

II Domain: Health Statistics, Biomedical Research, and Quality Management

A. Subdomain: Healthcare Statistics and Research

1. Abstract and maintain data for clinical indices/databases/registries.
3. Compute and interpret healthcare statistics.
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.

B. Subdomain: Quality Management and Performance Improvement

1. Abstract and report data for facility-wide quality management and performance improvement programs.

III. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
3. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

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B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.
2. Apply policies and procedures for access and disclosure of personal health information.
3. Release patient-specific data to authorized users.
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
5. Conduct privacy and confidentiality training programs.
6. Investigate and recommend solutions to privacy issues/problems.
7. Apply and promote ethical standards of practice.

IV. Domain: Information Technology and Systems

A. Subdomain: Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.

C. Subdomain: Data Storage and Retrieval

1. Use appropriate electronic or imaging technology for data/record storage.
2. Query and generate reports to facilitate information retrieval.
3. Design and generate reports using appropriate software.
4. Maintain archival and retrieval systems for patient information stored in multiple formats.
5. Coordinate, use, and maintain systems for document imaging and storage.

EDISON STATE COLLEGE
CURRICULUM COMMITTEE
CHANGE OF COURSE PROPOSAL FORM

TO: CURRICULUM COMMITTEE
FROM: Deborah Howard
PRESENTER:
DATE: 3/23/2010

TYPE OF COURSE CHANGE: Check all that apply.

<input type="checkbox"/>	Change to course number
<input type="checkbox"/>	Change to course title
<input type="checkbox"/>	Change to course description
<input type="checkbox"/>	Change to course co-requisites
<input type="checkbox"/>	Change to course prerequisites
<input type="checkbox"/>	Change to course learning outcomes**
<input type="checkbox"/>	Change to course transfer designation
<input type="checkbox"/>	Change to course credits
<input type="checkbox"/>	Other (specify)

Course Name, including prefix and number: HIM1430 Principles of Disease

Class credits: from to

Lab credits: from to

Combined lab & class credits: from to

From AA/AP to AS/PSV From AS/PSV to AA/AP

From AS to BS

From degree core requirement to elective OR

From elective to degree core requirement

From part of general education program to not part of general education program

OR From not part of general education program to part of general education program

Change in prerequisites from None to HSC1531

Change in co-requisite from HIM1000, HAS1000 to None

Is there a Major Restriction? yes no (meaning only declared majors may take the course)

Course fee change from to (Attach course fee worksheet, if applicable)

JUSTIFICATION FOR CURRICULUM ACTION, OTHER EXPLANATORY INFORMATION:

Change needed for program accreditation sequence standards.

TERM IN WHICH PROPOSED ACTION WILL TAKE EFFECT: SUMMER2010 (For any term other than fall of the academic year following submission, approval of the Vice President of Academic and Student Affairs is required.)

_____ Date _____
Signature of Vice President of Academic and Student Affairs (if required)

FACULTY ENDORSEMENTS:

DEPARTMENT CHAIR OR PROGRAM COORDINATOR'S ENDORSEMENT:
_____ DATE: _____

ASSOCIATE/ ACADEMIC DEAN ENDORSEMENT: _____ DATE: _____

STUDENT ASSESSMENT COMMITTEE CHAIR: _____ DATE: _____

DISTRICT DEAN OF INSTRUCTION ENDORSEMENT: _____ DATE: _____

After reviewing and signing this proposal, the District Dean will return the proposal to the Department Chair or Program Coordinator.

The Department Chair/Program Coordinator will send this proposal along with any other proposals from his/her department being submitted for review by the Curriculum Committee to the Office of the Vice President of Academic and Student Affairs by the Friday before the next scheduled Curriculum Committee meeting.

Fall 2009

EDISON STATE COLLEGE

Division of Health Sciences

COMMON COURSE SYLLABUS

PROFESSOR: DEBORAH HOWARD, RHIA, CCS

E-MAIL: DHOWARD3@EDISON.EDU

OFFICE HOURS: MONDAYS 9:00 – 2:00
TUESDAYS 12:30 – 8:30
WEDNESDAYS 9:00 – 2:00
THURSDAYS 1:30 – 9:30
FRIDAYS By Appointment

OFFICE LOCATION: A-123

PHONE NUMBER: 239-489-9419

SEMESTER: FALL 2009

I. HIM1430 Principles of Disease-AS- 2 Credits

This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented. This course may require some basic computer skills and CE6. The instructor may demonstrate CE6 in class.

II. PREREQUISITES FOR THE COURSE: HSC1531 Medical Terminology

CO-REQUISITES:

None

III. GENERAL COURSE INFORMATION: Topic Outline

- Unit I: Concepts of Human Disease
- Unit II: Common Diseases and Disorders of Body Systems
- Unit III: Genetic/Developmental, Childhood, and Mental Health Diseases and Disorders

IV. LEARNING OUTCOMES AND ASSESSMENT:

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

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Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
1. Identify the important concepts related to human diseases. 2. Define key terminology relevant to human diseases and disorders. 3. Identify signs and symptoms, and diagnostic tests for common human diseases and disorders. 4. Describe specific common human diseases and disorders. 5. State the effects of aging on specific body systems. 6. Correctly pronounce common terminology related to human diseases.	Students will demonstrate competency in these outcomes by successfully completing one or more of the following assessments: Lab Assignments Quizzes Exams (3) Final Exam	 COM, CT, TIM CT, TIM CT, TIM CT, TIM

V. DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES

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Division of Health Sciences

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EDISON STATE COLLEGE

Division of Health Sciences

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2.	Chapter Quizzes	25%
3.	Unit Exams	25%
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90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Due dates as specified in the Class Schedule are to be followed. Failure to submit the assignment on the specified due date will result in a downgrade of 10 points off the score.

All required components must be completed in order to receive a final grade in this course.

IX. REQUIRED COURSE MATERIALS:

Neighbors, M., & Tannehill-Jones, R. (2006). *Human diseases, second edition*.
Clifton Park, N.Y.: Thomson Delmar Learning

Neighbors, M., & Tannehill-Jones, R. (2006). *Workbook to accompany human diseases 2nd ed.*,
Clifton Park, N.Y.: Thomson Delmar Learning

X. RESERVED MATERIALS FOR THE COURSE:

None

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

None

EDISON STATE COLLEGE

Division of Health Sciences

XII. CLASS SCHEDULE:

Date	Topics	In Class Student Activity	Homework
Week 1 Unit I	<ul style="list-style-type: none"> Introduction to the course and assignments; Discussion on use of textbook; <u>Chapter 1</u> 	<ul style="list-style-type: none"> Review syllabus; Chapter Reviews Website search 	<ul style="list-style-type: none"> Online Quiz Chapter 1 Read Chapters 1-3 Visit www.jhered.oupjournals.org <ul style="list-style-type: none"> Select an online journal article on heredity to bring next week for discussion. Search “living wills” on the Internet.. Summarize the requirements for a living will in the State of Florida. Visit www.cancer.org Investigate a particular type of cancer. <ul style="list-style-type: none"> Prepare a summary of the incidence, prevalence, cause and treatments of your selected type of cancer. Extra Practice: Workbook Exercises & StudyWare
Week 2 Unit I	<ul style="list-style-type: none"> <u>Chapter 2</u> <u>Chapter 3</u> 	<ul style="list-style-type: none"> Discussions <ul style="list-style-type: none"> Heredity Living Wills Cancer data Chapter Reviews 	<ul style="list-style-type: none"> Online Quiz Chapters 2 & 3 Read Chapters 4 & 5 <ul style="list-style-type: none"> Pick your pathogen CDC Infectious Disease Report www.cdc.gov Autoimmune disorders websites Extra Practice: Workbook Exercises & StudyWare
Week 3 Units I & II	<ul style="list-style-type: none"> <u>Chapter 4</u> <u>Chapter 5</u> 	<ul style="list-style-type: none"> Discussions <ul style="list-style-type: none"> Pathogens CDC Report MMWR Autoimmune disorders Chapter Reviews 	<ul style="list-style-type: none"> Online Quiz Chapters 4 & 5 Read Chapters 6 & 7 Visit one of the listed websites and select a specific type of fracture to review and report on: <ul style="list-style-type: none"> www.aaos.org www.nlm.nih.gov/medlineplus/fractures.html www.merck.com and see the Fractures in Geriatrics information Herbal products available for “blood disorders” <ul style="list-style-type: none"> Search the web, select one of interest and be prepared to describe and defend or debunk Extra Practice: Workbook Exercises & StudyWare
Week 4 Unit II	<ul style="list-style-type: none"> <u>Chapter 6</u> <u>Chapter 7</u> 	<ul style="list-style-type: none"> Discussions <ul style="list-style-type: none"> Fractures Herbal products Chapter Reviews 	<ul style="list-style-type: none"> Online Quiz Chapters 6 & 7 Study for Exam 1 on Chapters 1-7. <ul style="list-style-type: none"> Review class notes, any supplementary materials presented, and chapter reading assignments Extra Practice: Workbook Exercises & StudyWare
Week 5	Exam I Chapters 1-7		<ul style="list-style-type: none"> Read chapters 8 & 9 <ul style="list-style-type: none"> Heart disease clinical trials data sheet Lung Cancer statistics data sheet Cost of smoking data sheet Extra Practice: Workbook Exercises & StudyWare
Week 6 Unit II	<ul style="list-style-type: none"> <u>Chapter 8</u> <u>Chapter 9</u> 	<ul style="list-style-type: none"> Discussions <ul style="list-style-type: none"> Heart Dx 	<ul style="list-style-type: none"> Online Quiz Chapters 8 & 9 Read Chapters 10 & 11

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Date	Topics	In Class Student Activity	Homework
		<ul style="list-style-type: none"> ○ Lung CA ○ Smoking ● Chapter Reviews 	<ul style="list-style-type: none"> ○ Lymph disorder data sheet ○ Therapeutic diets data sheet ○ Digestive system disorder data sheet ● Extra Practice: Workbook Exercises & StudyWare
Week 7 Unit II	<ul style="list-style-type: none"> ● <u>Chapter 10</u> ● <u>Chapter 11</u> 	<ul style="list-style-type: none"> ● Discussions <ul style="list-style-type: none"> ○ Lymph ○ Diets ○ Digestive ● Complete Reviews 	<ul style="list-style-type: none"> ● Online Quiz Chapters 10 & 11 ● Read Chapters 12 & 13 <ul style="list-style-type: none"> ○ Visit www.nlm.nih.gov create liver disorder data sheet ○ Kidney donation data sheet ● Extra Practice: Workbook Exercises & StudyWare
Week 8 Unit II	<ul style="list-style-type: none"> ● <u>Chapter 12</u> ● <u>Chapter 13</u> 	<ul style="list-style-type: none"> ● Discussions <ul style="list-style-type: none"> ○ Liver disease ○ Kidney donation ● Complete Reviews 	<ul style="list-style-type: none"> ● Online Quiz Chapters 12 & 13 ● Read Chapters 14 & 15 <ul style="list-style-type: none"> ○ Diabetes data sheet ○ Neurological disorder support group data sheet ● Extra Practice: Workbook Exercises & StudyWare
Week 9 Unit II	<ul style="list-style-type: none"> ○ <u>Chapter 14</u> ○ <u>Chapter 15</u> 	<ul style="list-style-type: none"> ● Discussions <ul style="list-style-type: none"> ○ Diabetes ○ Neurologic disorders ● Complete Reviews 	<ul style="list-style-type: none"> ● Online Quiz Chapters 14 & 15 ● Study for Exam II – Chapters 8 – 15 <ul style="list-style-type: none"> ○ Review class notes, any supplemental material presented, and chapter reading assignments
Week 10 Unit II	<ul style="list-style-type: none"> Exam 2 Chapters 8-15 		<ul style="list-style-type: none"> ● Read Chapters 16 & 17 <ul style="list-style-type: none"> ○ Hearing loss data sheet ○ Prostate health data sheet ○ Breast health data sheet ● Extra Practice: Workbook Exercises & StudyWare
Week 11 Unit II	<ul style="list-style-type: none"> ● <u>Chapter 16</u> ● <u>Chapter 17</u> 	<ul style="list-style-type: none"> ● Discussions <ul style="list-style-type: none"> ○ Hearing Loss ○ Prostate Health ○ Breast health ● Complete Reviews 	<ul style="list-style-type: none"> ● Online Quiz Chapters 16 & 17 ● Read Chapters 18 & 19 <ul style="list-style-type: none"> ○ Skin disorders data sheet ○ Genetics data sheet ● Extra Practice: Workbook Exercises & StudyWare
Week 12 Units II & III	<ul style="list-style-type: none"> ● <u>Chapter 18</u> ● <u>Chapter 19</u> 	<ul style="list-style-type: none"> ● Discussions <ul style="list-style-type: none"> ○ Skin Disorders ○ Genetics Complete Reviews 	<ul style="list-style-type: none"> ● Online Quiz Chapters 18 & 19 ● Read Chapter 20 & 21 <ul style="list-style-type: none"> ○ Immunization data sheet ○ Drug abuse data sheet ● Extra Practice: Workbook Exercises & StudyWare
Week 13 Unit III	<ul style="list-style-type: none"> ● Chapter 20 ● Chapter 21 	<ul style="list-style-type: none"> ● Discussions <ul style="list-style-type: none"> ○ Immunizations ○ Drug Abuse Complete Reviews 	<ul style="list-style-type: none"> ● Online Quiz Chapters 20 & 21 ● Extra Practice: Workbook Exercises & StudyWare ● Study for Unit III Exam – Chapters 16 - 21

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Date	Topics	In Class Student Activity	Homework
Week 14	Thanksgiving Holiday Class Online	Exam 3 Chapters 16-21	<ul style="list-style-type: none">• Study for Final Exam<ul style="list-style-type: none">○ Review and summary of concepts of human diseases, specific system diseases and disorders, key terminology, and pronunciations
Week 15	• Final Exam		
