

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Pharmacology

HITT 1249 87

Tiffany Marty MSN, RN, CHSE

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:

This course is designed as an introductory course to drugs for medical secretaries. Describes drugs by their individual pharmacological activity and discusses drugs based on their relationship to specific drug classes.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Insert and course notes or recommendations

Instructor Information:

Instructor Name: Tiffany Marty MSN, RN, CHSE

MCC E-mail: tmarty@mclennan.edu

Office Phone Number: 254-223-2824

Office Location: HPN 114

Office/Teacher Conference Hours: Mon: 9-11, Tues: 10-11, Thurs: 9-11, Also available by appointment.

Required Text & Materials:

Title: Essentials of Pharmacology for Health Professions (with MindTap computer access code

Author: Ruth Woodrow; Bruce J. Colbert; David M. Smith

Edition: 8

Publisher: Cengage Publishing

ISBN: 978-1-337-81077-7

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Online format, assignments, exams, textbook, email. Pay attention to when assignments and activities are due. Also, you may only submit the assignment only ONCE for a grade. You may use your textbook but you must submit the assignment ONE TIME ONLY. If you forget, the time in the computer that records your first try is the grade that will be recorded in the grade-book. There may be one word or a phrase as the answer to a question. Fill in the blank with the most correct answer that makes grammatical sense. Pay attention to spelling and the use of dashes and slashes for the word parts. Complete each assignment and activity and be sure to use the audio pronunciation guide as you work through each lesson. Send me an email at tmarty@mclennan.edu if you need any help.

Course Objectives and/or Competencies:

Identify the drugs associated with the treatment process including types of delivery, drug dosages, and therapeutic drug classes

Examine drug therapy

Understand and apply HIPPA regulations

Course Outline or Schedule:

Week 1: August 23 – August 28 due at midnight

Chapter 1: Consumer Safety & Drug Regulations

Chapter 2: Drug Names & References

Week 2: August 29 through September 4 due at midnight

Chapter 3: Sources & Bodily Effects of Drugs

Chapter 10: Poison Control

Week 3: September 5 through September 11 due at midnight

Chapter 11: Vitamins, Minerals, & Herbs

Chapter 12: Skin Medications

Week 4: September 12 through September 18 due at midnight

Chapter 13: Autonomic Nervous System Drugs

Week 5: September 19 through September 25 due at midnight

Chapter 14: Antineoplastic Drugs

Week 6: September 26 through October 4 due at midnight

Chapter 15: Urinary System Drugs

Chapter 16: GI Drugs

Week 7: October 3 through October 9 due at midnight

Chapter 17: Anti-Infective Drugs

Week 8: October 10 through October 16 due at midnight

Chapter 18: Eye Medications

Week 9: October 17 through October 23 due at midnight

Chapter 19: Analgesics, Sedatives, & Hypnotics

Week 10: October 24 through October 30 due at midnight

Chapter 20: Psychotropic Medications, Alcohol, & Drug Abuse

Week 11: October 31 through November 6 due at midnight

Chapter 21: Musculoskeletal & Anti-Inflammatory Drugs

Chapter 22: Anticonvulsants, Antiparkinsonian Drugs, & Agents for Alzheimer's Disease

Week 12: November 7 through November 13 due at midnight

Chapter 23: Endocrine System Drugs

Chapter 24: Reproductive System Drugs

Week 13: November 14 through November 20 due at midnight

Chapter 25: Cardiovascular Drugs

Week 14: November 21 through November 23 due at midnight

Chapter 26: Respiratory System Drugs & Antihistamines

Week 15: November 24 through December 4 due at midnight

Review/Study

Week 16: December 6 through December 12

Finals

All work is to be completed by midnight, Saturday, December 4 at midnight

Final Exam

Available from 0001, Saturday, December 4 through 1159, Monday, December 6.

Dates for Discussions (Discussions must be done within these time frames to receive credit)

Discussion 1: Opens August 23 at 0001 am through Saturday September 4 at 1159 pm Introduction.

Discussion 2: Opens September 12 at 0001 am through Saturday September 25 at 1159 pm

Discussion 3: Opens October 3 at 0001 am through Saturday October 16 at 1159 pm

Discussion 4: Opens October 24 at 0001 am through Saturday November 6 at 1159 pm

Course Grading Information:

A = 90-100^[SEP] B = 80-89^[SEP] C = 70-79^[SEP] D = 60-69^[SEP] F = 59 and below

Grades are normally rounded up to the nearest whole number when the value is greater than 0.5.

Grade Distribution:

Homework (All work in Cengage): 60%

Discussions: 4 x 5%: 20%

Final Exam: _____ 20%

100%

Discussion Guidelines and Grading

There will be a total of 4 discussion boards. The first will be an introduction and the other three will be based on specific topics. After reviewing the material for the discussion (either in the book or individual research), respond to the prompts provided on the discussion board. The initial response should be well thought out and substantial enough to indicate that you have a firm grasp on the material. You must then respond to at least two (2) classmates with substantial responses. Responses like “I agree” or “good point” will not be accepted. The original post must be on one day then each response to a fellow student must be on separate days. This means that you will have to post on 3 separate days.

Grading Area	Excellent	Good	Fair	Poor	Unsatisfactory
Participation (10%)	Posts early in discussion time frame (first 3 days) and engages with two classmates. Posts on 3 different days	Posts on time and engages with two classmates. Posts on 3 different days	Posts on time and engages with one classmate. Does not post on 3 different days	Posts Late in discussion time and does not engage with classmates. Does not post on 3 different days	Does not participate
Responses to Discussion (40%)	All components of the discussion prompt are addressed. Comments are thoughtful and reflective. Comments provoke questions and comments from classmates.	Most Components of the discussion prompt are addressed. Some comments are thoughtful and reflective. Comments may lead to questions or remarks from other students	Some components of the discussion prompt are addressed. Comments are thoughtful and reflective. Comments rarely lead to questions or remarks from other classmates	Minimal components of the discussion prompt are addressed. The comments are rarely thoughtful or reflectively and do not lead to questions or remarks from other students.	Does not participate

Application of course material (20%)	Clear that the student has read, understood and incorporated the assigned material. Evident use of outside resources as necessary. Clear reference to text and outside references. Includes proper citation for references. (Uses outside references other than book)	Somewhat clear that the student read, understood and incorporated the assigned material. May lack detail or critical insight. Attempts to use outside reference. References resources with minor errors	Evident the student may have read but lacks understanding and unable to incorporate the assigned material. Lacks thoroughness. No use of outside reference. Attempts to reference resources with multiple errors	Evident student has not read and has not understanding of material and is not able to successfully participate in discussion. No use of outside reference. No attempt to reference resources	Does not participate
Quality of Responses (20%)	Comments are clear, concise and demonstrate attentiveness to others. Creatively builds on others' comments to offer additional insight.	Shows consistency in responding to the comments of others. Stays focused on the stream of discussion rather than offering own ideas. Offers some engagement but mostly summarizes what others have to said	Does not stay focused on others' comments or loses continuity of discussion. Inconsistent in tracking discussion stream. May add some summarization but mostly provides simple statements such as "I agree"	Is only focused on formulation own ideas and does not stay focused on continuity of discussion and does not contribute to the discussion. Only provides simple statement in response to others statements. Ex. "I agree" good post" etc.	Does not participate

Late Work, Attendance, and Make Up Work Policies:

All work is to be completed by the due dates given. Only one submission for a grade is permitted.

Student Behavioral Expectations or Conduct Policy:

Students are expected to do their own work and adhere to online course policies as well as on- campus classes.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.