

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Pharmacology and the Administration of Medications

MDCA 1448_001

Alyssa Van Vleet

This is a 16-week course.

NOTE: This is a Face-to-Face course.

Course Description:

Instruction in concepts and application of pharmacological principles, focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculations of drug problems, and medico-legal responsibilities of the medical assistant.

Prerequisites and/or Corequisites:

PHRA 1309 or Program Director approval
Semester hours 4 (2 lec 4 lab)

Course Notes and Instructor Recommendations:

This course is focused on the different classifications of medications, administering medications, side effects, etc. Therefore, it is of the utmost importance that you not only come prepared to class with your book everyday, but study the material that you are given as well. A nursing drug reference book is strongly suggested but not required.

Instructor Information:

Instructor Name: Alyssa Van Vleet
MCC Email: avanvleet@mclennan.edu
Office Phone Number: 254-299-8319
Office Location: HP Bldg. Rm. 129
Office/Teacher Conference Hours: Monday/Wednesday: 2:00 PM-4:00 PM.
Tuesday/Thursday: 1:00 PM-3:00 PM
Friday: 8:00 AM-10:00 AM

*****INSTRUCTOR NOTE:*****

When contacting your professor by email for this course, you must follow these rules:

- Write using formal English only (as if to the president of the company where you work.) This means no slang, or being “lazy” with your wording. You are in college, preparing for your future, please communicate like it!
- Use your MCC student email address
- I check my email several times a day and try to respond as quickly as possible. However, I still have my own schedule and may not be able to respond instantly.
- I do not respond to emails after 9 PM. If needed, please contact me before then.

Required Text & Materials:

Title: : Principles of Pharmacology for Medical Assisting

Author: Jane Rice

Edition: 6th

Publisher: Cengage

ISBN: 9781305859326

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

Methods of Teaching and Learning:

Face to face lecture, group discussion, lab exercises, written reports, exams, quizzes, simulators, and/or tutorial software.

Course Objectives and/or Competencies:

All of the following CAAHEPs competencies must be met by each student.

Cognitive Domain

I.C

1. Anatomy & Physiology

I.C.11. Identify the classifications of medications including:

- a. indications for use
- b. desired effects
- c. side effects
- d. adverse reactions

II.C

2. Applied Mathematics

II.C.1. Demonstrate knowledge of basic math computations

II.C.2. Apply mathematical computations to solve equations

II.C.3. Define basic units of measurement in:

- a. the metric system
- b. the household system

II.C.4. Convert among measurement systems

II.C.5. Identify abbreviations and symbols used in calculating medication dosages

Psychomotor Domain

I.P

1. Anatomy & Physiology

I.P.4. Verify the rules of medication administration:

- a. right patient
- b. right medication
- c. right dose
- d. right route
- e. right time
- f. right documentation

I.P.5. Select proper sites for administering parenteral medication

I.P.6. Administer oral medications

II.P

2. Applied Mathematics

II.P.1. Calculate proper dosages of medication for administration

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

- Attendance will be checked at the start of class. Should you be absent or tardy, I request that you send me an email, letting me know that you will not be present or will be coming in late. Should a student accumulate 3 tardies, it will equal 1 absence.
- Absence from 15 percent of scheduled lecture and/or laboratory meetings (5 days) will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. If the student's 15 percent absences are reached after the official drop date, the instructor may assign a W, if the

student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 15 percent point after the official drop date, the student will receive an F. Each absence will count toward attendance requirements in each course.

- There are times when an absence is unavoidable (doctor appointments, sick/sick kids, etc.). With that being said, should you be absent, if you present with a doctors excuse for that day, that absence will be excused and will NOT count against your absences for the semester.
- Rescheduling of class days may occur due to unforeseen events, I.E., inclement weather. In this event students will be notified by all means available.

Course Outline or Schedule:

Week 1:

Monday

- Syllabus review/ introduction of research project

Wednesday

- Begin Lecture Chapter 4: The Metric System. Review dosage calculations

Week 2:

Monday

- Finish Chapter 4. Review dosage calculations

Wednesday

- Lecture Chapter 5: Calculating Adult Dosages (Oral and Parenteral Forms) & Chapter 6: Calculating Children's Dosages

Week 3:

Monday

- Labor Day

Wednesday

- Exam #1: Ch 4-6

Week 4:

Monday

- Chapter 7: Drug Sources, Schedules and Dosages and Chapter 8: Forms of Drugs and How They Act

Wednesday

- Chapter 9: The Medication Order and Chapter 10: Medication Administration Essentials

Week 5:

Monday

- Chapter 11: Administration of Nonparenteral Medications

Wednesday

- **Exam # 2: Ch.7-11**. Begin lecture Chapter 12: Parenteral Equipment

Week 6:

Monday

- Finish Chapter 12 and practice procedures. Chapter 13: Administration of Parenteral Medications

Wednesday

- Chapter 14: Allergy: An Overview and Chapter 15: Antibiotic Agents

Week 7:

Monday

- Chapter 16: Antifungal, Antiviral, and Immunizing Agents

Wednesday

- **Exam #3: Ch. 12-15**. Lecture Chapter 17: Antineoplastic Agents and Chapter 18: Vitamins, Minerals and Herbals

Week 8:

Monday

- Chapter 19: Psychotropic Agents

Wednesday

- Chapter 20: Substance Abuse

Week 9:

Monday

- **Exam #4: Ch. 16-19**. Lecture Chapter 21: Medications Used for Musculoskeletal System Disorders

Wednesday

- Chapter 22: Medications Used for Gastrointestinal System Disorders

Week 10:

Monday

- Chapter 23: Medications Used for Cardiovascular System Disorders

Wednesday

- Chapter 24: Medications that Affect the Respiratory System

Week 11:

Monday

- **Exam #5: Ch. 20-23**. Begin lecture Chapter 25: Diuretics and Medications Used for the Urinary System Disorders

Wednesday

- Finish Chapter 25. Begin Chapter 26: Medications Used in Treatment of Endocrine Disorders

Week 12:

Monday

- Finish Chapter 26. Begin Chapter 27: Medications that Affect the Nervous System

Wednesday

- Finish Chapter 27. Begin Chapter 28: Medications that Affect the Reproductive System

Week 13:

Monday

- Finish Chapter 28. Practice procedures

Wednesday

- **Exam #6: Ch. 24-28**

Week 14:

Monday

- Practice procedures

Wednesday

- Thanksgiving Holiday

Week 15:

Monday

- Review for Final Exam/Presentation of research projects

Wednesday

- Review for Final Exam/Presentation of research projects

Week 16:

Monday

- Final Exam

Course Grading Information:

Exams	20%
Quizzes	10%
Research assignment	25%
Lab participation/Homework	15%
Final exam	30%

Exams:

There will be a total of 6 exams and 1 final exam.

Quizzes:

Quizzes will be given at random random throughout the semester. Should the student be absent on a day that a quiz was given, they will get a 0 for the quiz grade as they are not allowed to be made-up. So, a little hint, do your best to be present everyday!

Research assignment:

A research paper is required for this class over a medication that has been removed from the market by the FDA (Food and Drug Administration). The paper will be from 5-7 pages in length and must follow proper MLA format.

Lab Participation and Homework:

- During class, students will be graded on participation which includes (but not limited to): being actively involved in the lectures including expression of opinions (always respectful) and questions on classroom lectures and listening attentively. Points will be deducted should the student cause distraction, being on their phone, repeatedly showing up late to class, falling asleep, etc.
- Homework when assigned, will be due the next class day. You will need to submit it via Brightspace BEFORE the due date to receive credit. Should you miss the due date for the HW, 10 points will be deducted each day it is not turned in.

You must maintain a 70% or higher to pass any MDCA course. Lab/class participation is defined as active involvement in any and all class activities.

*****Instructor Note*****

Cheating or plagiarism will not be tolerated in any form. First offence will result in a grade of zero on the said work/exam. Second offence will result in expulsion from the program.

Late Work and Make Up Work Policies:

- Exam dates are on the tentative schedule. Should you miss an exam, it is up to YOU to meet with me to schedule a make-up exam. If a make-up exam is given, it must be within one week of the scheduled exam. Graded exams must be returned to the instructor during the class period in which it was returned to the students.
- Your research project is eligible for a make-up with a 20 point penalty.

Student Behavioral Expectations or Conduct Policy:

Proper student behavior during class is expected. This includes respect for your fellow classmates, your professor, dress codes, language, attitude and respect for the field in which you are entering. Any deviation from these expectations will be dealt with according the general conduct policy stated in the Highlanders guide. During class, you are expected to participate in the lecture/lab. Cell phones are to be placed on silent and put away. If you need to answer a call, please excuse yourself into the hall to answer. Sleeping in class will not be tolerated. If you are caught sleeping, points will be deducted from your participation grade. During exams, you are required to remove all watches and place them along with your phone, books, notes, etc. away in your backpack. Consequences for failure to comply with all class rules/guidelines stated in this

syllabus as well as other rules stated in the MCC Student Handbook will have the following consequences:

- (1) The student will be asked to comply with the rules (penalties will stand as stated).
- (2) If the student fails to comply, the student will be asked to leave the room for the remainder of the class for that day.
- (3) Subsequent incidents will result in a conference with the program director, the campus disciplinary specialist, and/or the dean of workforce education for further disciplinary actions which could include being dropped from the course. It is the student's responsibility to make up any missed work by the original deadline for the work missed due to a disciplinary action.

*****INSTRUCTOR NOTE:*****

Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. Communicate issues as early as possible. There is absolutely nothing I can do to prevent failure if I find out about the issue too late.

I expect every student within this program to behave with the upmost professionalism and respect at all times. You are preparing to enter a field into which both of those qualities are valued. Please do not tarnish your reputation by behaving in such a way that causes others to lose respect for you.

[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.

*****INSTRUCTOR NOTE:*****

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I feel warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

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ACADEMIC RESOURCES/POLICIES

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 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.