Colorado Mountain College

I. Course and Instructor

Pharmacology for the Medical Assistant: Danielle Beaudette Pharm.D, M.B.A, Instructor

Format: Hybrid (web/lab)

Instructor Information:
Name: Danielle Beaudette
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Office Hours: e-mail to arrange

Course Information:
Course Title: Pharmacology for the Medical Assistant
Synonym Number: 71256
Course Code: MOT 150 VE01 Credits: 3
Semester: Spring 2013 Prerequisite: MAT-060, College level reading
Meeting Times and Days: Online and two 8 hour lab days at Edwards Campus
Class Location: Online and Edwards Campus
Start Date: 01/14/2012 End Date: 05/03/2012
Refund Date: 01/30/12 Withdraw Date: 04/07/2012

Orientation Note: All students will receive an orientation Email prior to the start of class.

Computer Access:
Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

No-show reporting and financial aid: If you have not completed your introductory assignment(s) in Canvas by Wednesday, January 23, you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist. (**http://coloradomtn.edu/financial_aid**)

II. Course Description:

Provides an overview of pharmacology language, abbreviations, systems of measurement, and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided

III. Course Competencies and Objectives

Learn and apply pharmacology principles to calculate appropriate dosages for children and adults and understand the different medication classifications and their general applications, side effects, interactions with other medications and pregnancy categories appropriate for a Medical Assistant. Evaluation is based on oral and written performance.

IV. IDEA Student Ratings of Instruction:

1. Gaining factual knowledge (terminology, classifications, methods, trends)
2. Learning fundamental principles, generalizations, or theories
3. Develop a commitment to accurate work and improve mathematical skills
4. Learning how to find and use resources for answering questions or solving problems.

V. Evaluation Methods and Class Management

Each week there will be a reading assignment, review problems, discussion board posting, and quiz. All homework problem are due by midnight on Friday of each week. Late assignments will not be accepted. The weekly quiz will be open book and evaluate your understanding of the material. Each student is required to do a 5-7 minute presentation during the second lab session. Attendance is mandatory at each lab session, along with full participation. Please bring your textbook, calculator, paper, and pen to each lab.

Grade Distribution

Weekly discussion, assignments: 25%
Weekly quizzes: 25%
Presentation (during 2nd lab): 20%
Lab attendance and satisfactory participation: 10%
Final Exam: 20%

Grading Scale

100-94=A
93-90=A-
89-87=B+
86-84=B
83-80=B-
79-77=C+
76-74=C
73-70=C-
69-67=D+
66-64=D
63-60=D-
<60=F

Each week Assignments are due on the following days
Wednesdays: Quiz opens at 8:00 AM
Friday: Homework must be submitted by 11:59 PM. **No Late Assignments accepted. No exceptions**
Saturday: Quiz is due by 11:59 PM
Sunday: Initial post and response post (2 total) due by 11:59 PM
Lab attendance is Mandatory

NOTICE:

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to SafeAssign (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook (online version at: **http://www.coloradomtn.edu/File/student_handbook.pdf**.

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus:

☐ Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
☐ Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
☐ Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

VI. Grading System & Options

Information about the CMC grading scale is available in the College Catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at: **http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options**.

VII. Required Course Material (1 Book)

Text#1: **Principles of Pharmacology for Medical Assisting, 5th Ed.**

Author: **Jane Rice**
Publisher: **Delmar Cengage Learning 2010**
ISBN: **ISBN-13: 978-1-111-13182-1, ISBN-10 1-111-13182-1**

VIII. Recommended Course Material

Text #2: **2012 Lippincott's Nursing Drug Guide**
Author: **Amy M Karch RN, MS**
Publisher: **Lippincott Williams & Wilkins / Springhouse**
ISBN: **ISBN-10: 1-60913-621-7 ISBN-13: 978-1-60913-621-5**

ORDERING BOOKS

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services.

The official textbook list for CMC will be available on Follett's site, **www.coloradomtn.bkstr.com**. You also can easily access this site by choosing "bookstore" from the quick links on **www.coloradomtn.edu**.

IX. Other Information:

Lab days will be held at the Edwards Campus from 9am to 3pm on 01/29/13 and 02/26/13. **Attendance is mandatory.**

Canvas

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, ie: Mozilla/FireFox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on how to access your Canvas account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit www.coloradomtn.edu/canvas
Initial Login Information: Login information is available from the lefthand navigation bar on www.coloradomtn.edu/canvas/

Student Email

All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated.

A Few Words about Microsoft Word

Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from www.openoffice.org to create Word-compatible documents. The program also includes spreadsheets, presentation, drawing, and database applications. The program is available for windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

X. Virtual Library Information

You will find online articles, books and other library resources on the following web site: **http://coloradomtn.edu/library**. The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926. For additional contact information, please access our "Ask a Librarian" service at **http://coloradomtn.edu/current_students/library/help**.

Colorado Mountain College Online Learning
Information is available at: **http://www.coloradomtn.edu/online_learning/.**

Schedule Spring 2013

Week	Dates	Assignment
1	01/14-01/20	1. Introductions 2. Read Units 1-4 3. Self Assessment problems units 1-3 and Review problems and Self-Assessment Unit 4 4. Send introduction to me through Canvas 5. Quiz 1
2	01/21-01/27	1. Read Units 5-6 2. Review problems and Self-Assessment Units 5-6 3. Discussion 1st post and response 4. Quiz 2
3	**01/28-02/03**	1. **Lab Tuesday--9 am Edwards Campus** 2. Read Units 7-8 3. Discussion 1st post and response 4. Quiz 3
4	02/04-02/10	1. Read Units 9-11 2. Review Questions 9-11 3. Discussion 1st post and response 4. Quiz 4
5	02/11-02/17	1. Read Units 12-14 2. Review Questions Units 12-14 3. Discussion 1st post and response 4. Quiz 5

Week	Dates	Assignment
6	02/18-02/24	1. Read Units 15 2. Review Questions Unit 15 3. Discussion 1st post and response 4. Quiz 6
7	**02/25-03/03**	**1. Lab 2--9 am Edwards Campus** 2. Read Units 16-17 3. Discussion 1st post and response 4. Quiz 7
8	03/04-03/10	1. Read Unit 18 2. Review Questions Unit 18 3. Discussion 1st post and response 4. Quiz 8
9	**03/11-03/17**	**Spring Break!!!!**
10	03/18-03/24	1. Read Units 19-20 2. Review Questions Unit 19-20 3. Discussion 1st post and response 4. Quiz 9
11	03/25-03/31	1. Read Units 21-22 2. Review Questions Unit 21-22 3. Discussion 1st post and response 4. Quiz 10
12	04/01-04/07	1. Read Units 23-24 2. Review Questions Unit 23-24 3. Discussion 1st post and response 4. Quiz 11
13	04/08-04/14	1. Read Units 25-26 2. Review Questions Unit 25-26 3. Discussion 1st post and response 4. Quiz 12
4	04/15-04/21	1. Read Unit 27 2. Review Questions Unit 27 3. Discussion 1st post and response 4. Quiz 13
5	04/22-04/28	**Final Exam**
16	04/29-05/05	Graduation Friday May, 3, 2013