

# HTEC 93.01Z, CRN 37484

## Pharmacology for Medical Assistants

### Winter, 2024



**Units:** 3 (3 hours/week lecture)  
**Class:** Tuesdays, 8:30 to 11:20 am  
**Zoom:** [HTEC 93 Class Link](#)  
**Instructor:** Susan Schmitz RN, BSN, PHN  
[schmitzsusan@fhda.edu](mailto:schmitzsusan@fhda.edu)  
**Office Hours:** Tuesdays 11:20 am to 11:50 am [Office Time Link](#)

**Course Description:** To learn drug legislation and standards, dosage calculation, drug preparations, and information regarding drugs and how they affect various systems of the body.

**Requisites:** *Advisory:* Health Technologies 60A

**Student Learning Outcomes:** Demonstrate dosage calculation, discuss drug legislation and standards, and identify drug preparation and information affecting various systems.

#### Objectives:

1. Define the fundamentals of pharmacology.
2. Compare and contrast measurement systems in pharmacology.
3. Interpret and inspect drug labels.
4. Calculate drug dosages using various measurement systems.
5. Define administration of medications.
6. Analyze basic understanding of pharmacology.
7. Define classification of major drugs by body system.
8. Recognize alternative perspective of the delivery of the health care system regarding gender, age, various cultural backgrounds and persons with disabilities.

#### Required Texts:

Pharmacology Clear and Simple 3<sup>rd</sup> Edition, Watkins, Cynthia J. 2018, F. A. Davis Company, ISBN: 978-0803666528.

#### Materials:

Calculator (optional)

#### General Course Requirements:

- All classes are mandatory and will be held online via zoom.
- You are allowed two absences. If you miss 2 of the mandatory classes, you may be dropped from the class upon your 3<sup>rd</sup> absence.
- If you are dropped from the class, you will receive a “W” or “F” depending on the date the class is dropped.

- **Zoom Meeting information** for class, meeting, exams and office hours: **ID:** 848 3368 9302 **Passcode:** HTEC [HTEC 93 Class Link](#)
- Incomplete (I) will not be given for lack of time to complete assigned course work.
- Exams must be taken on the scheduled day and time via Zoom on the course calendar.
- **The student's camera must be on and working for classes and the entire length of time that it takes for the student to complete any exams/quizzes.**
- Canvas logs will be monitored during and after exams/quizzes. If there are several instances when student logs out and logs back into the exam, the exam may be dropped at the discretion of the instructor.
- **NO MAKE-UP TESTS WILL BE GIVEN UNDER ANY CIRCUMSTANCES.**
- Homework assignments are due by 8:30 am and will not be accepted after the due date and time.
- **Students must show their work on dosage calculation questions on exams. Submit your work on a separate piece of paper with your exam.**

**Grading Policy:** The course grade will be based upon performance on homework assignments, group project and presentation, quizzes and examinations. There will be a total of 270 points for the course. Your grade is based on a percentage of the total.

## Examinations:

**Exams must be taken on the date and time noted with a camera on and working, no exceptions.**

### Points:

<i>Learning Activity</i>	<i>Total Points Possible (270 points)</i>
Homework	40 points
Quiz #1	25 points
Midterm	75 points
Quiz #2	25 points
Group Project/Presentation	30 points
Final Examination	75 points



### Final Course Grade / Grading Scale:

A	253 – 270 points (94 – 100%)
B	231 – 252 points (86 – 93%)
C	204 – 230 points (76 – 85%)
D	188 – 203 points (70 – 75%)
F	< 188 points (<70%)

1. Read chapters in textbook.
2. Attend class.
3. Complete homework and group assignments.
4. Ask questions.
5. Utilize office time to review homework and quizzes.
6. Show work on dosage calculations on quizzes/exams.

*A grade of "C" is required for matriculation in the Health Technologies Programs.*

**Note:** De Anza College will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting a class may be asked to leave the class. Administrative follow-up may result.

### Student Integrity Policy:

All examinations, quizzes and homework are considered to be individual (not group) work unless explicitly stated by the instructor. Dishonest behavior such as cheating (or attempts to cheat or placing yourself in a situation where cheating may be perceived) on any required class-related work or tests will result in a failing grade on that assignment or examination.

### The BHES Division Student Handbook:

You are required to comply with all rules and regulations as outlined in the Biological, Health and Environmental Sciences Division Handbook as well as those of De Anza College. The BHES Division Student Handbook is available on line at <http://www.deanza.edu/bhes/StudentHandbook.pdf>.

The De Anza College Student Handbook is available on line at <https://www.deanza.edu/studenthandbook/>. The handbooks are also available in the Science Center and Kirsch Center for Environmental Studies Resource Centers. All information in the Student Handbook applies in this course and students will be held accountable for this information. In addition to outlining expectations of classroom behavior, this handbook contains many helpful resources for students as well as ideas to help students succeed in the sciences.

### Tutoring:

De Anza's Tutorial Center is located in L47 and the Writing and Reading Center is located in ATC309. You may receive tutoring services including drop-in help, regularly scheduled tutoring sessions, and/or online tutoring assistance for papers at both centers. These and many other academic support services are part of the Student Success Center: <http://www.deanza.edu/studentssuccess/>.

### Library Web Address:

Many library materials can be accessed from an off-campus computer. Go to the library webpage at <https://www.deanza.edu/library/>. You will need either your 14 digit library number, posted on the front of your DASB card or your 8 digit student identification number to verify your student status. See the library webpage for more details.



#### **Important Dates:**

1<sup>st</sup> day of class – Tuesday, January 9, 2024  
Last Day to Add Class – Sunday, January 21, 2024  
Last Day to Drop with Full Refund – Sunday, January 21, 2024  
Last Day to Drop Without a 'W' – Sunday, January 21, 2024  
Last Day to Drop with a 'W' – Friday, March 1, 2024  
Final Exam – Tuesday, March 26, 2024 Time TBD