

Middlesex Community College

**Course: HIM*212 Pharmacology for Health Information Management/
HMED*9952 Pharmacology for the Medical Coder
CRN: 2096/2122, Summer 2018**

Instructor: Dr. Frank Stellabotte, Ph.D., pronounced /stella-bōt-té/

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refer to section on "Communication" below

Class Hours: Online

Course Learning Goals:

By the end of the course students will be able to:

- Identify commonly used drug names including their chemical, generic, and trade names.
- List and describe classes of medications based on function.
- Identify abbreviations and symbols relating to drugs.
- List several routes of drug administration and explain their advantages and disadvantages.
- Classify drugs based on indication, or medical condition for which the drug is meant to be used.

Course Description and Prerequisites:

This course emphasizes the principles of pharmacology, including the classifications of drugs, and the effects of selected medications on the human body. Emphasis is placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common conditions and laboratory findings.

Prerequisites: Eligible for ENG*101 or ENG*101E

Course Outline (this is subject to change):

Week Beginning:	Course Objectives:	
07/05/18	Names of Medications <ul style="list-style-type: none"> • Describe Drug Classification systems • Differentiate Among the following drug names: generic name, official name, trade name, and chemical name. • Define and explain the restrictions of drug sales implied by over-the-counter (OTC), legend drug, and controlled substance. Drug Administration <ul style="list-style-type: none"> • Demonstrate the measurement of liquid medications using medicine cup and syringe. • Describe the advantages and disadvantages of administering medications orally, by nasogastric or gastrostomy tube, and rectally. • Describe the advantages and disadvantages of administering medications via parenteral administration. • Compare and contrast intradermal, subcutaneous, and intramuscular injections. Select appropriate-length and gauge needles for various types of injections. 	
	Discussion Board Posts:	Assignments:
	Introductory Post Due, No response Due	Assignment 1

07/12/18	Urinary System Drugs <ul style="list-style-type: none"> • Compare and contrast the four types of diuretics for uses, side effects, precautions and contraindications, and interactions and give examples of each type. • Identify medications used to treat gout. • Explain how antispasmodics reduce bladder contractions. • Describe treatments for benign prostatic hyperplasia (BPH) Gastrointestinal Drugs <ul style="list-style-type: none"> • Compare and contrast seven types of laxatives. • Identify and give examples of each of the 8 kinds of gastrointestinal drugs. Describe the causes and treatments of <i>H.pylori</i> and <i>C.difficile</i> infections. 			
	<table border="1"> <tr> <td>Discussion Board Posts:</td> <td>Assignments:</td> </tr> <tr> <td>Discussion 2 Due and Response to Student Post Due</td> <td>Assignment 2</td> </tr> </table>	Discussion Board Posts:	Assignments:	Discussion 2 Due and Response to Student Post Due
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07/19/18	Analgesics, Sedatives, and Anti-inflammatories <ul style="list-style-type: none"> • Compare and contrast the indications and actions of nonopioid, opioid, and analgesics, sedatives, and hypnotics. • Describe the necessary information for patient warnings regarding interactions and cautions. • Describe actions recently taken by the FDA and manufacturers, and the associated impacts on the analgesic drug category. Antibiotics and Antifungals <ul style="list-style-type: none"> • Identify the unique side effects, precautions and contraindications, and interactions common to anti-infectives. • Explain the mechanism for resistant organism development and its significance. 			
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Discussion 3 Due and Response to Student Post Due	Assignment 3			
07/26/18	Cardiovascular Drugs <ul style="list-style-type: none"> • List and describe the most commonly used antihypertensives. • Define tachycardia, ischemia, hypotension, and hypertension. • Describe the functions of anticoagulants, antiarrhythmic agents, and coronary vasodilators. Respiratory System and Antihistamines <ul style="list-style-type: none"> • Describe the action and uses of antihistamines and decongestants. • Classify a list of respiratory system drugs according to their action. Describe the use of oxygen therapy. 			
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Discussion 4 Due and Response to Student Post Due	Assignment 4			
Final Cumulative Exam, Due August 8th at Midnight E.S.T.				

CLASS POLICIES:

Assignments:

There will be 4 weekly assignments, which will take the form of true or false, multiple choice or short essay questions. Each assignment will be submitted electronically and cannot be submitted past the due date. Only the three highest grades will count toward your final grade.

Exam:

There will be 1 cumulative exam, which will take the form of multiple choice or short essay questions. It will be submitted electronically and cannot be submitted past the due date.

Discussion Board Posts:

Students will be directed to make a post of their own, and to comment on other students' posts. Directions, including grading requirements, will be contained in the content area "Discussion Board Posts" will vary from week to week. Posts are expected to be grammatically correct and should generally be a short paragraph that is "information rich". That is, you are not using words to restate the question or make general comments ("diuretics are really interesting").

Your comments on other students' posts can be shorter but should also be meaningful (stay away from "good post, well written!"). Since students have 3+ days to make a post there will be no time extensions granted unless there are documented extenuating circumstances and the instructor is notified right away.

Please Note:

This is a condensed format, five-week course! Missed or late assignments, posts, or exams are not acceptable. Please intend on spending at least 10 to 15 hours a week on preparing for this course. You are EXPECTED to check Blackboard Learn at least every 2 to 3 days in order to complete exams and assignments appropriately.

Required Course Materials:

1. **Computer with Internet Access:** This course depends on you having access to a computer in good working order and access to the internet. This can be in your home, at the library or on campus. You are expected to have all of this worked out prior to the start of class and should make sure you can access Blackboard Learn. Please also have a "Plan B" if something should go wrong (your network is down, your computer malfunctions). You should always save copies of your work, even after submission; it's best to back-up your work on external memory or a cloud drive. Remember that most public libraries have public computers, and that there are computer labs on campus. Please note that Blackboard Learn is NOT optimized for tablet or mobile devices. The Blackboard Learn mobile application may miss function without warning.
2. **There is no required textbook for this course.**

Withdrawal Policy:

You may withdraw from this class any time before the end of the work day Monday, July 30th 2018 at 4:30PM. Either written permission from me (preferably) or a completed and signed withdrawal form must be on file in the Records Office in order to receive a "W" on your transcript. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran's benefits. Please make this decision carefully and with the help of your advisor. See the Academic Calendar and the College Catalog for specific dates and procedures regarding the withdrawal process.

Grading Policy:

Assignment 1	200	Course Contract:	20	
Assignment 2	200	Introductory Post:	30	
Assignment 3	200	Discussion Board (50 pts each):	150	
Assignment 4	200	Final Cumulative Exam:	200	
Total (including (only the 3 highest)	600		400	1000

In the case where a particular assignment or exam is not given a letter grade, the following table shows the conversion from a numerical grade to a letter grade.

A = 92.5-100%	B = 82.5-86.4%	C = 72.5-76.4%	D = 62.5-66.4%
A- = 89.5-92.4%	B- = 79.5-82.4%	C- = 69.5-72.4%	D- = 59.5-62.4%
B+ = 86.5-89.4%	C+ = 76.5-79.4%	D+ = 66.5-69.4%	F = 0-59.4%

Plagiarism & Academic Honesty:

At MXCC, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Policy on Student Conduct in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examination, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally. **Cheating of any kind will not be tolerated and will result in a grade of "F" for the course and immediate referral to the Academic Dean for further disciplinary action.**

Communication:

The preferred method of communication is via college email NOT Blackboard messaging. The following are important points to consider when writing emails to any of the faculty with which you interact.

- **Method:** I prefer to receive messages via my campus email.
- **Etiquette:** A polite email consists of:
 1. A salutation (e.g. Dear Dr. S. or Professor Stellabotte,)
 2. The content of your message, written in grammatically correct English.
 3. A sign off and your name (e.g. Thanks, Jane Student)
- **Response time:** I will usually respond to messages quite rapidly, I am not always able to do so. Messages received during the week will be responded to within 24 hours. Email messages received on the weekends will be responded to within 48 hours. When in doubt, please check this syllabus, it probably has the answer to your questions.

COLLEGE POLICIES

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!



For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website:

www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.
