

# LAKE LAND COLLEGE

**Semester/Year:** Fall 2023

**Course Section Number:** MAP 084- Pharmacology

## **Course Description**

This course introduces concepts and applications of pharmacological principles, and focuses on drug classifications, principles, and procedures of medication administration, calculation of drug problems, and medicolegal responsibilities of the medical assistant.

**Credit hours:** 4

**Pre-Requisite Information:** Acceptance into Medical Assisting Program; Obtained a “C” or better in all medical assisting courses

**Classroom location:** Neal Hall 115

Class meets: Tuesday

Lecture- 6:00pm-10:00pm

## **Course Objectives**

The primary learning objectives for this course are:

- Administer medications safely and accurately within the role of the medical assistant using a variety of routes as prescribed.
- Demonstrate accurate calculation of drug dosages and conversions for proper medication administration.
- Discuss and comply with all levels of drug regulations and standards.
- Identify the classifications of medications including desired effects, side effects, and adverse reactions.
- Interpret prescriptions, medical symbols, and abbreviations.
- Comply with legal aspects of medication administration and prescriptions including federal and state laws.
- Discuss the interactions between nonprescription, herbal and prescription medications.

Students will meet the objectives listed above through a combination of the following activities in this course:

- Examinations and quizzes

- Written assignments/projects
- Laboratory requirements
- Skill performance competency completion

### **Topic Outline/Schedule**

- Topic 1: Principles of Pharmacology
- Topic 2: Identification of top 100 prescriptions
- Topic 3: Prescription Information
- Topic 4: Controlled Substances
- Topic 5: Administer medications safely and accurately within the role of the medical assistant using a variety of routes as prescribed.
- Topic 6: Demonstrate accurate calculation of drug dosages and conversions for proper medication administration.

### **Instructor Information**

**Name:** Mrs. Yeske MS, CCMA

**Office Location:** Webb Hall 021

#### **Office Hours:**

Tuesdays 11:30am-4:30pm in my office

Friday- VIRTUAL office hours from 8:30-10:30am

**Email:** [myeske@lakelandcollege.edu](mailto:myeske@lakelandcollege.edu)

#### **Phone Number:**

Office phone- 217-234-5055

Hilary Donley- Allied Health Specialist- 217-234-5447

### **Required Supplies**

1. Notebook paper
2. Binder with Folder
3. Textbooks and workbook
4. Notecards for project

### Textbook & Course Materials

<b>TEXTBOOK</b>	
<b>TITLE:</b>	Medical Assisting Administrative and Clinical Competencies
<b>AUTHOR:</b>	Michelle Blessi
<b>PUBLISHER:</b>	Cengage
<b>VOLUME/EDITION:</b>	13 <sup>th</sup> ed.
<b>COPYRIGHT DATE:</b>	2017

<b>WORKBOOK</b>	
<b>TITLE:</b>	Workbook for Medical Assisting Administrative and Clinical Competencies
<b>AUTHOR:</b>	Michelle Blessi
<b>PUBLISHER:</b>	Cengage
<b>VOLUME/EDITION:</b>	13 <sup>th</sup> Ed
<b>COPYRIGHT DATE:</b>	2017
<b>MINDTAP/ Online Access</b>	
<b>TITLE:</b>	Mindtap online access
<b>PUBLISHER:</b>	Cengage

### Distribution of Grades

- Lake Land College's Canvas system has a built in gradebook that allows easy access for students to view their grades and will calculate overall score. For more information contact the Center for Technology and Professional Development. If an error is detected in the gradebook, it is the student's responsibility to contact the instructor prior to the final exam so the error may be rectified.
- Points you receive for graded activities will be posted to the Canvas Grade Book. Click on the Grades link on the left navigation to view your points.
- The instructor will update the online grades each time a grading session has been completed You will see a visual indication of new grades posted on your Canvas home page under the link to this course.
- Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	92-100%	Excellent Work
B	91-83%	Good Work
C	82-75%	Average Work
D	74-67%	Poor Work
F	66-Below	Failing Work

- If a student has a lack of progression in the course to the degree that the learning objectives cannot be met, the instructor may drop/withdraw the student from the course.
- Grades are based on a weighted system. Assignments are worth 40% and exams are worth 60% of your final grade.
- **Important note:** For more information about grading at Lake Land College, review the student handbook (<http://www.lakeland.cc.il.us/ss/ar/studenthandbook/index.cfm>) and/or the current catalog.
- Grades will not be rounded up when calculating the final course grade.
- Students must receive a grade of a “C” or better in all Medical Assisting Course
- If a student has a lack of progression in the course to the degree that the learning objectives cannot be met, the instructor may drop/withdraw the student from the course

### Academic Integrity

At Lake Land College, it is assumed that students will honor the tradition of academic honesty. As such, students have the responsibility to be fully knowledgeable of the [Academic Integrity Code](#)

[Links to an external site.](#), produce their own work, and encourage academic honesty among their fellow students.

Students who engage in academic dishonesty in this course will be submitted to the Vice President for Student Services for further disciplinary action; those disciplinary actions are outlined in the [Student Code of Conduct and Disciplinary Procedures](#).

[Links to an external site.](#)

For a description of what is considered to be academic dishonesty, please review the [Academic Integrity Code](#)

[Links to an external site.](#) available in the online [Student Handbook and Right to Know](#)

[Links to an external site.](#) If you have questions regarding the College’s policy specifically related to this course, please do not hesitate to ask.

### Instructor Classroom Policies

- Cell phones are to be turned off or placed on vibrate mode prior to entering the classroom. Texting in class is unacceptable for any reason. Video-taping, audio capture or picture taking of

classroom lecture or activities without the written permission of the instructor is prohibited. If a cell phone is seen out and being used, the instructor will ask student to leave class and the time missed will be docked. If a student has a situation where the phone needs to be out, the student must inform instructor before class. Repeated offenses will result in a counseling form. Cell phones are to be set on the student's desk, face down during lab time and check off's.

- All students are expected to abide by the proper netiquette when in the online environment. If you are unaware of the proper netiquette, you should review the material at <http://www.albion.com/netiquette/corerules.html> (Links to an external site.) for the basic rules. This includes when communicating thru emails. Please make sure that emails are professional in nature. The email should be constructed in a professional manner (state the recipient (name of who you are sending the email to, state in detail the purpose of the email- meaning this is where you type what you are wanting to say and then close the email with a signature- meaning stating your name).
- Board policy 09.10 states: Food and drink, with the exception of water in a sealable container, shall be prohibited in the theater, main level of the Learning Resource Center (library) and all classrooms and labs.
- ALL LAB TIME MUST BE MADE UP within one week of missed lab. Failure to do so will result in 10 percent being deducted from the final grade for each lab time missed. It is the student's responsibility to contact the instructor and set up the makeup lab sessions. The student must contact the instructor within 48 hours of missed class to schedule lab time. If the student fails to do so, an automatic 10 percent will be taken off of the final grade and the lab time still has to be made up.
- Scrubs must be worn to every Pharmacology lab class.
- Attendance is expected for every class. Please refer to the handbook for specific attendance guidelines. This is a 3 hour course, so you are allowed to miss 3 hours with no penalty.
- Complete homework assignments as assigned completely and thoroughly. No late assignments will be accepted.
- Projects are to be completed and turned in at the beginning of the class period. 50 percent will be deducted from the final project grade if the project is not presented on the scheduled day.
- Midterm exam will be a comprehensive exam (lecture material as well as a skills verification).
- The final exam will be comprehensive over the information from the semester. There will also be an overall skill verification of all skills learned thru out the semester. The skills verification is a pass/ fail and must be passed in order to continue on in the program.
- Students must satisfactorily perform all laboratory skills and/or simulations to receive the course grade. If a student fails to satisfactorily perform all laboratory skills and/or simulations after 3 attempts, a "F" will be given and the student will be withdrawn from the course, *regardless* of written examination score. After each failed attempt, the student must schedule 2 hours of practice lab time with the instructor. This must be done within one week of failed check off.

### **Missed Exams:**

Students are allowed to miss one exam. On the second missed exam, 50% will be deducted from the final grade of the exam. The third missed exam will result in a zero for the exam grade.

## Help Desk Support

The [Information Systems and Services \(Links to an external site.\)](#) department offers technical support. You can contact the helpdesk at 217-234-5261 or [helpdesk@lakelandcollege.edu](mailto:helpdesk@lakelandcollege.edu) for any technical problems related to the courses you are taking at Lake Land College.

Information Systems and Services is located in [Virgil Learning Resource Center/Library](#)

[Links to an external site.](#) (See [Maps](#)

[Links to an external site.](#) for directions.) in the lower level. ISS welcomes walk-in campus support Monday - Friday from 8:00 am to 5:00 pm during the spring and fall semesters. During the summer the college is open from Monday - Thursday from 8:00 am to 5:00 pm.

Personal WiFi hotspot devices called MiFis and computers can be checked out at the Circulation Desk of the Virgil H. Judge Learning Resource Center/Library ([Links to an external site.](#)). Contact 217-234-5367 or [libcirc@lakelandcollege.edu](mailto:libcirc@lakelandcollege.edu) to set up an appointment.

If you have any difficulties using Canvas, you can contact the Information Systems and Services ([Links to an external site.](#)) at information above or directly in Canvas click the Help link in the global navigation to the left. Choose **Report a problem** to create a ticket. Be prepared to give a detailed description of your problem when filling out the form for the ticket. Please don't hesitate to ask for help.

- [How do I get help with Canvas as a student?](#)
- [Canvas Tutorial site](#) - on demand support with guides and video tutorials

## Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the [Counseling Services](#).

[Links to an external site.](#) for support. Go to [Services & Resources](#).

[Links to an external site.](#) for more details.

## Safe Zones throughout Campus



Safe Zone was created to address the concerns of the LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex, asexual/aromantic+) community at Lake Land College and the surrounding area. Safe Zones can be recognized by the Safe Zone logo and are areas on and around campus where supportive people provide information and work toward the elimination of myths, misconceptions, and stereotypes

and provides resources and support for members of the LGBTQIA+ community. Look for the Safe Zone sticker around campus to find a Safe Zone trained faculty or staff member. Students can also find LGBTQIA+ allies through the student-based Safe With Me Ally Network.

### **Safety Breakdown**

Review the [safety tips](#)

[Links to an external site.](#) on the Lake Land College website or view the video below.

### **Tutoring and Testing Center**

The Tutoring and Testing Center offers free tutoring for Lake Land College students. Students may arrange a one-time session or regular ongoing weekly appointments based on their needs. To insure there is a tutor available, an appointment is preferred, but walk-ins tutoring is generally available for most main college subjects and study assistance.

The school supply pantry is also located inside of the Tutoring & Testing Center. Students who need help with basic materials for school are encouraged to stop by and receive materials like paper, pencils, highlighters and more to assist with their ongoing academic success.

### **Contact Information**

**Phone:** 217-234-5287

**Email:** [tutoringandtesting@lakelandcollege.edu](mailto:tutoringandtesting@lakelandcollege.edu)

**Physical Location:** Webb Hall, Room 130

**Website:** [Testing and Tutoring](#)

**[Enroll in Tutoring course site](#)** - The Tutoring Center offers additional tutoring resources in the course site.

[Links to an external site.](#)

### **Proctoring**

Proctoring is available at the Mattoon campus and the Kluthe Center. Proctoring appointments should be scheduled **at least 24 hours in advance**. Please take note of deadlines in your syllabus, especially those that fall on a Friday or weekend.

Proctoring appointments can be made through IRIS in the Laker Hub. To schedule an appointment, students should:

1. Login to the Laker Hub
2. Click on “Students” under “My IRIS”
3. Select “Proctored Test Scheduler
4. Select “Testing Proctoring Scheduler”
5. Choose their term, test, date, location and time.

Students who need special accommodation for proctoring should contact the Testing and Tutoring Center directly at 217-234-5287 or [proctor@lakelandcollege.edu](mailto:proctor@lakelandcollege.edu)

## College Policies & Procedures

### Academic Standards and Policies

For more information on academic standards and policies, please view the student handbook. It is the student's responsibility to understand when they need to consider dropping/withdrawing from a course. Refer to the Lake Land College website for dates and deadlines. Instructors may withdraw a student from class if the number of absences is detrimental to the student's ability to meet the course objectives. Instructors can withdraw students from a course prior to five instructional days before the first day of the final exam period.

- [View Academic Standards](#)

### Responsible Use of Classroom Content

Class discussions, papers, pictures, video, and any other student-created work for a course are all considered official course content. Student work, including papers, discussions, quizzes, assignments, etc., must be confined to the classroom (either on-campus or virtual) and should not be shared outside the classroom without the express permission of the student who created it. Students should respect the privacy of person-to-person or person-to-class communication in all forms. Violating student privacy may result in removal from the course. Significant or repeated violations may result in disciplinary action. This standard is pursuant to Board Policies [07.28.01 \(Student Code of Conduct and Disciplinary Procedures\)](#)

[Links to an external site.](#) and [11.15 \(Acceptable Technology Use\)](#)

[Links to an external site.](#)

### Accessibility Statement

Lake Land College is committed to providing an accessible, inclusive and equitable experience designed for all students, staff, faculty and community members to thrive within the physical and digital campus. This commitment is designed to eliminate barriers, regardless of ability or technology and to cultivate an environment that fosters success and a sense of belonging for the Lake Land College community.

### Canvas ADA Compliance Statement

*Canvas conforms to the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.*

- [What are the Canvas accessibility standards?](#)
- [Links to an external site.](#)

### Accommodations

Lake Land College is committed to providing a quality educational experience to all students. As such, the College provides [accommodations](#)



[Links to an external site.](#) for students who have a documented disability to help them achieve their full potential. For additional information, please contact Student Accommodations within Counseling Services—(217) 234-5259.

### **Diversity at Lake Land College**

Lake Land College is committed to developing and maintaining an environment that embraces and actively supports diversity. We aspire to be an institution where the quality of education is enhanced and enriched by an inclusive campus community. We strive to provide dynamic learning and working environments that encourage multiple perspectives and the free exchange of ideas. Additional information is available at [diversity page](#)

[Links to an external site.](#) on the Lake Land College website.

### **Health Services**

Lake Land College is committed to ensuring the safety of the college community while providing the best possible learning experience for students. Students with health concerns should immediately notify their instructor(s). Students with prolonged illness should contact the college nurse, in accordance with [Board Policy 07.43](#)

[Links to an external site.](#) (Health Services), at 217-234-5276 or [healthservices@lakelandcollege.edu](mailto:healthservices@lakelandcollege.edu).

### **Sexual Harassment and Misconduct (Title IX)**

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. Information about addressing sexual harassment and misconduct is found in the Student Handbook at [Student Guide to Addressing Sexual Harassment and Sexual Misconduct](#)

[Links to an external site.](#) section.

### **College Closings**

The responsibility for canceling classes or closing for a specific period of time rests with the President of the College. When weather conditions prevent the opening of the College or cause a delayed opening of the College, announcements will be made on local radio and TV stations, and with text messaging, email and all other technology mediums available by 6:00 a.m. for that day.

Cancellation of day classes is not an automatic closing of evening sessions. The decision to close classes that begin at 5:00 p.m. or later will be made close to 2:00 p.m. as possible.