

HTEC 93 Course Syllabus - Winter, 2025

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HTEC D093.02Z, CRN 39287

Pharmacology for Medical Assistants

Class Information

- Meets every Tuesday during the term starting at 10:30 am.
- The first day of class is Tuesday, January 7th, 2025.

Office Time Information

- I'm available for Office Time if you would like to join me in a [Zoom Meeting](#) for support. I have set aside Tuesdays from 8:00 am to 8:30 am and 1:20 pm to 1:50 pm. If you can't make it then, please send me a Canvas Inbox message so we can arrange another time.
- Contact me anytime using the Canvas Inbox or ask your classmates through the Q & A Discussion in Canvas.
- I will respond within 24 hours, Monday through Friday.

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 Outcome

- 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 Text

Pharmacology Clear and Simple 4th Edition, Watkins, Cynthia J. 2022, F. A. Davis Company, ISBN: 978-1-7196-4474-7.

Materials

Calculator (optional)

General Information

- All classes are mandatory and will be held online via zoom.
- Class starts promptly at 10:30 am. **Late entries will be considered an absence.**
- You are allowed two absences. If you miss 2 of the mandatory classes, you may be dropped from the class upon your 3rd absence.
- If you are dropped from the class, you will receive a “W” or “F” depending on the date the class is dropped.
- In consideration of the other students and to support your success in this class, students must be in an appropriate place without distractions during class time.
- **Zoom Meeting information** for class, meeting, exams and office hours: **ID:** 869 4312 5198
Passcode: HTEC [Zoom Class Link](#)
- Exams must be taken on the day and time via Zoom as scheduled on the course calendar.
- **The student’s camera must be on with full face visible and working for the entire length of time during all classes and throughout all quizzes and exams.**
- Canvas logs will be monitored during and after exams. If there are several instances when a 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 to at the start of class 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, discussions, group project and presentation, quizzes and examination.
- There will be a total of 280 points for this course.
- Your grade is based on a percentage of the total points.

Examinations

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

Points

Learning Activity	Total Points Possible
Homework	40 points
Discussions	10 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	262 – 280 points (94 – 100%)
B	240 – 262 points (86 – 93%)
C	212 – 239 points (76 – 85%)
D	195 – 211 points (70 – 75%)
F	< 195 points (<70%)

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](#). Any student disrupting a class may be asked to leave the class. Administrative follow-up may result.

Student Integrity Policy

All examinations, assignments 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.

De Anza Student Information

[MyPath](#) is an online guide to help students find the information they need to succeed at De Anza College. It is similar to an electronic student handbook that provides important steps or tasks for new students – from applying for financial aid to creating an ed plan. You will receive an email upon admission to De Anza. The email will contain essential information including your CWID, how to register for classes and how to connect with MyPath . Students will be held accountable for all information in the [Standards of Student Conduct](#). In addition to outlining expectations of classroom behavior, MyPath contains many helpful resources for students as well as ideas to help students succeed in the sciences.

BHES Division Information

This class is part of the Biological, Health and Environmental Sciences (BHES) Division. The [BHES website](#) will introduce you to some of the opportunities and resources that are available to you in the division.

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 available at [Student Success](#).

Library Information

Many library materials can be accessed from an off-campus computer at [De Anza 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

1st Day of Class - Tuesday, January 7, 2025

Last Day to Add Class - Sunday, January 19, 2025

Last Day to Drop Without a 'W' – Sunday, January 19, 2025

Last Day to Drop with a 'W' – Friday, February 28, 2025

Final Exam – Tuesday, March 25, 2025, Time 10:30 am