

# **NORTHEAST TEXAS COMMUNITY COLLEGE**

## **Coding for Pharmacology**

**HITT1249.088 Online**

**Summer 2024**

### **COURSE SYLLABUS**

Instructor: Karen Duck, BAAS, AAS, CMA (AAMA)  
Classroom: Online (on-ground office: UHS 102)  
Telephone: (903) 738-5399 (Text messages are great!)  
Email: Kduck@ntcc.edu

#### **Course Description**

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems, and code and identify the drugs associated with the treatment process; and examine drug therapy.

Textbooks: PowerPoints provided in Learning Modules

#### **Course Learning Objectives**

Upon successful completion of this course, the student should be able to:

- Define key terms related to each power point presentation.
- Describe common medical terminology components.
- Describe the relationship between patient record documentation and accurate coding.
- Define drug sources.
- Identify how drugs are administered and the difference in each method.
- Identify equipment used for parenteral administration.

## **Course Policies**

To ensure you have all key information available to you off-line, it is highly recommended that you print the syllabus and course calendar for your reference.

### **Attendance:**

This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows:

Monday – Day 1  
Tuesday – Day 2  
Wednesday – Day 3  
Thursday – Day 4  
Friday – Day 5  
Saturday – Day 6  
Sunday – Day 7

### **Instructional Methods and Tools:**

1. PowerPoint slides available in each learning module
2. Weekly discussion questions.

### **Evaluation and Grading Criteria:**

Discussion board assignments will be given each week and will cover information contained in your PowerPoint slides and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the “announcements” section of BlackBoard. **There are NO make-up assignments and I do NOT accept late assignments!** All assignment due dates are listed in the actual assignment in the weekly learning module. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date!** I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension. Technology issues are not valid reasons for missing deadlines. Course weeks close on Day 7 at 11:59pm.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop

the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

**Grading:**

Student Contract	10%
DQ's	60%
Final	30%

**Grading Scale:**

The grading scale of all evaluations combined will be the following:

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
<b>Below 75%</b>	<b>=</b>	<b>F</b>

**\*\* A minimum of a "C" is required to pass this course.**

**Drop Policy:** The last day to drop with a grade of "W" is **Friday, June 28, 2024.**

Grades will be posted online under "**My Grades**" in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you would not receive grades on that assignment until Day 7 of Week 4.

I will log in to the course at least 4 times during the week to monitor the weekly **Discussion** area. Feedback will be provided in the **Discussion** area and/or in the **Announcements** area. Requests for more specific feedback may be made in the **Discussion** area or in the **Ask the Instructor** area. I will respond to at least one main post each week but will not usually respond to all posts. If you feel you are not receiving enough feedback, you are strongly encouraged to contact me and ask for more specific feedback via email.

**Academic Dishonesty:**

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under "**START HERE**"

**Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC's policies and may receive a grade of "0" for that assignment. A second violation will result in failure of the course.**

**Online Communication:**

Since this is online course and we do not interact face-to-face, good communication within the online environment is essential. Please read “The Core Rules of Netiquette” posted under “**START HERE.**”

If you have any questions regarding course content or questions related specifically to the class, please post them in the “**Ask the Instructor Forum**” posted under “**START HERE**” or “**DISCUSSIONS.**” Please take advantage of this forum as all students may benefit from your knowledge. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom frequently each week. If for any reason I will be unavailable during the semester, I will post the information under the “**Announcements**” tab.

It is important to always check your **Blackboard Course E-mail, the Discussion area, Announcements,** and the **Ask the Instructor** area each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you or I may have provided information in general to assist you in your work.

Private e-mailing between student and instructor via the **Blackboard Course e-mail** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Biography forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

**Course Navigation:**

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, BlackBoard help, etc. It is your responsibility to ensure your knowledge of the BlackBoard system. If you have any questions, please post in the “**Ask the Instructor Forum,**” or you can contact NTCC’s Tech Support. There are several “tabs” to the left of the course screen that provide additional information for the course.

**Internet Connection Issues:**

Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, “my dog ate my computer” is not a valid excuse. If you have issues regarding connectivity, please contact NTCC’s Tech Support for help. If you have issues with navigating through the BlackBoard

system, please refer to the “**HELP**” tab to the left on the course screen. Since we are using Cengage MindTap learning platform for this course, Information for technology requirements are found under the “**Tech Requirements**” tab. If you have problems with MindTap connectivity, please contact Cengage tech support. Information for Cengage tech support is located on our home page.

### **Course Materials and Assignments:**

PowerPoint slides provided for each week. Discussion board questions will correlate with the material weekly.

**Discussion Questions (DQs):** You will have one DQ due each week that is worth 25 points. Grading is based on the DQ rubric located in the “Rubric” tab on the right side of the homepage screen. Please post your initial response by Day 2 (Tuesday) and respond to at least two people (classmates or instructor) by Day 5 (Friday). You must post on at least three different days of the week to receive credit for participation. The minimum word count for initial posting is 50 words and the minimum word count for peer responses is 25 words. Make sure that you research your answer and cite and reference your work using APA formatting. Answers must be thought-provoking or ask a question regarding the content of the post. I expect your posts to be researched, insightful and add value to the discussion. Please note that I do grade on grammar, spelling, the use of citation and referencing, and punctuation as correct use of written communication is important. I have posted basic information for use of APA formatting under the “START HERE” tab. However, if you are comfortable using a different reference formatting such as MLA, that is acceptable.

**\*\*\*\*There are no make-ups for any activities or assignments and I do not accept late work unless prior arrangements have been made.**

**Final Exam:** This exam will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted the last week of class. **There is absolutely NO MAKE UP for the final exam.**

### **ADA Statement**

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:

<http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

## **Tobacco Use**

If you come to NTCC's campus, the use of tobacco products including smokeless tobacco, smoking tobacco, electronic cigarettes, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

### Tobacco use is prohibited in:

1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

### Tobacco use is permitted in:

1. Personal vehicles
2. Designated smoking huts on the west side of campus.