PHRA-1205-IN
Drug Classification

INSTRUCTOR: Rhonda Boone  E-MAIL: rboone@alvincollege.edu
OFFICE: H-118  PHONE: 281-756-3805
OFFICE HOURS: M/W/F 9:30-11:30 and T/Th 12:30-2:30

COURSE DESCRIPTION
The student will be introduced to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.

COURSE GOALS & OBJECTIVES
By the end of this course the student will be able to:
- Identify drug dosages
- Identify routes of administrations
- Identify dosage forms
- Define various disease processes, patterns and pathogenic organism
- Identify various types of drugs utilized in the treatment of each disease process

PRE-REQUISITES/CO-REQUISITES COURSES  READ-0309 and MATH-0310

TEXTBOOK
Up-to-date information on required text (including the correct ISBN number) and other materials for this course may be found at http://www.alvinccstore.com/. From this website, these items can be bought online and mailed directly to your residence. The textbook and other class materials may also be purchased directly from the ACC College store (281-756-3681), room E-112. The store is open Monday through Thursday 7:30 a.m. to 7:00 p.m. and Friday 7:30 a.m. to 2:00 p.m.

COMMUNICATING WITH YOUR INSTRUCTOR
The preferred method of communicating with your instructor is through the MyBlackboard e-mail or you may call me at 281-756-3805. Explain what you need to discuss with me and leave your first and last name, a phone number or e-mail address where I can contact you. I will normally respond within 24 hours Monday-Thursday and by the next business day on Friday-Sunday.

AMERICANS WITH DISABILITIES ACT
ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, A 136, (281)756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

DISCLAIMER
The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using the ACC e-mail or MyBlackboard e-mail or announcements.

LATE COURSE WORK POLICY
Students are expected to have their assignments completed by the due dates. Late work will not be accepted.
EXPECTATIONS:
Students are expected to obtain a textbook and send the instructor an e-mail stating that they have read the syllabus and schedule and they understand what is expected of them by the second week of class. Include your first and last name and student ID number in the e-mail.

Students are expected to allocate a minimum of 10 hours per week on textbook readings, interacting with course materials, participating in class discussions and completing assignments, quizzes and exams. Students are expected to have a workable computer that can access the Internet and the course website/MyBlackboard or they can access the Internet through the computers in any of the 23 ACC computer labs. Technical problems such as slow or no Internet connection at home WILL NOT be an acceptable excuse for late work.

CLASS ATTENDANCE POLICY:
This course is conducted through MyBlackboard. Although we will not meet face to face, the student is expected to log into this course every week as completing assignments and exams on time will be counted as attendance. Your online attendance will be graded. You work at your own pace, but the due dates for each item on the Assignment Schedule still apply.

QUIZZES:
Quizzes and tests are given according to the course schedule. Multiple choice questions will be given on MyBlackboard-WebCT covering the material given in the text book. Graded quizzes can be printed and used as study guides for the mid-term and final tests. If you miss a quiz or test, you will receive a "0" for that quiz or test. You may request a copy of a missed quiz to study for the next test. All of the quizzes and exams are open on the days assigned. Once a quiz is closed, it will not be reopened. There are no make ups for quizzes or tests.

EXAM/QUIZ POLICY
Seven Quizzes and one final exam will be given. Each will consist of multiple choice, true/false, and matching. Quizzes consist of 25 questions (1 point per question) with a 30 minute time frame. The final exam consists of 50 questions (2 points each) with a 60 minute time frame.

GRADING SUMMARY
Your grade is based on the TOTAL of the points you received on all course assignments and activities. Always notify your instructor if you are concerned with your grades or your status in the class.

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I......Incomplete. No Incompletes or “I” grades will be given for this course.
**Withdrawal.** It is recommended that the student talk to the instructor before withdrawing. Withdrawal requests may be sent in an e-mail from the student’s official e-mail address on file at ACC to Withdrawal@alvincollege.edu. (Students may verify and update their e-mail address on file using WebACCESS – Profile Information). In order to be processed, all e-mail requests must include the Course Name, Number, and Section, the student’s ACC ID number and Date of Birth. In-person withdrawals can also be done at the Enrollment Services Center, room A-100. Students who file withdrawal requests by the published deadline will receive a grade of W.

**Behavioral Intervention Team (BIT) – Letting someone know**

The Behavioral Intervention Team (BIT) at Alvin Community College is committed to improving community safety through a proactive, collaborative, coordinated, objective and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose, or may reasonably pose, a threat to the safety and well-being to the campus community. College faculty, staff, students and community members may communicate concerns to the BIT by email, BIT@alvincollege.edu, or through an electronic reporting option located on the BIT page of the college website, www.alvincollege.edu/bit.

**CODE OF ACADEMIC INTEGRITY AND HONESTY**

Alvin Community College students are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

**ACADEMIC SUCCESS AND SUPPORT SERVICES:**


2. The ACC Learning Lab, located upstairs in building A, provides students with a variety of services including tutoring (math, writing papers, and other disciplines); computers and printers; a testing facility; and tables/carrels for studying. Learning Lab hours are M-TH 8:00am – 9:00pm and F 8:00am – 4:00pm. Testing hours are M-TH 10:00am – 7:30pm (Tests must be completed by 8:30pm) and F 10:00am – 12:00pm (Tests must be completed by 1:00pm). Call 281-756-3566 for more information.

3. **MyBlackboard** - Any technical problems or issues with MyBlackboard should be directed to the Distance Education Department at de@alvincollege.edu. Include your first and last name, student ID number and a description of the problem. Students will not be penalized if there is an interruption in MyBlackboard service and the instructor is notified of such an issue by the Distance Education Department.

4. **WEBACCESS, Passwords or ACC Computer Labs** - contact the IT Dept. Help Desk at 281-756-3544.