

**Bergen Community College**  
Division of Health Professions  
Medical Office Assistant Program  
Course Syllabus

**MOA 200 Pharmacology for Medical Office Assistants**

**Course Information**

Semester and Year:

Course and Section Number: MOA-200

Meeting Times and Locations:

Instructor:

Office Location:

**Course Description**

Pharmacology for the Medical Office Assistant introduces the student to drug practices, procedures, and preparations utilized in ambulatory care settings. Topics include legislation, drug sources, drug classifications and actions. Emphasis is placed on functions of drugs, vitamins and minerals and substance abuse as well as the effects of medications on the various body systems.

Credits: 3 (3 lecture hours)

Prerequisite: MOA-140

Corequisite/s: none

**Student Learning Outcomes**

As a result of meeting the requirements in this course the student will:

1. Demonstrate a basic knowledge of the principles of pharmacology.
2. Describe the basic actions and effects of the major drug classes used in contemporary medical practice.
3. Prepare a concise drug history as part of the patient's medical history.
4. Identify common abbreviations and symbols used for medication orders.

5. Utilize the basic and ratio and proportion methods to calculate accurate dosages for adults, infants, and children.
6. Communicate pertinent information about prescribed medications to patients.

## **Means of Assessment**

Students in this course are assessed through:

- Affective and Psychomotor Competency Evaluations
- 2 Unit Exams plus Averaged Drug List Tests
- Midterm Exam
- Final Exam

## **Course Content**

- I. Introduction to Pharmacology/Legislation**
  - A. Drug Laws
  - B. FDA, DEA
  - C. Healthcare Practitioners and the Law
  - D. Drug Names and References
  
- II. Principles of Pharmacokinetics**
  - A. Sources and Bodily Effects of Drugs
  - B. Absorption, Distribution, Metabolism, Excretion
  - C. Unexpected Responses to Drugs
  
- III. Anti-Infective Agents**
  - A. Antibiotics
  - B. Antivirals
  - C. Antifungals
  
- IV. Autonomic Drugs**
  - A. Adrenergic
  - B. Cholinergic
  
- V. Musculoskeletal and Ant-inflammatory Agents**
  - A. Skeletal Muscle Relaxants
  - B. Anti-inflammatory Drugs
  - C. Osteoporosis Therapy
  
- VI. Analgesics, Sedatives, and Hypnotics**

- A. Opioid, Non-Opioid
- B. Local Anesthetic
- C. Sedatives and Hypnotics

**VII. Psychotropic Medications, Alcohol, and Drug Abuse**

- A. CNS Stimulants
- B. SSRIs, SNRIs
- C. Antidepressants, Anxiolytics, Antimanic Agents
- D. Antipsychotics, Major Tranquilizers
- E. Alcohol and Drug Abuse

**VIII. Cardiovascular Agents**

- A. Antiarrhythmic Agents
- B. Antihypertensives
- C. Coronary Vasodilators
- D. Vasoconstrictors
- E. Antilipemic Agents
- F. Anticoagulants
- G. Platelet Inhibitor Therapy
- H. Thrombolytic Agents

**IX. Respiratory System Drugs**

- A. Oxygen
- B. Respiratory Stimulants
- C. Bronchodilators
- D. Corticosteroids
- E. Asthma Prophylaxis

**X. Medication Preparations and Supplies**

- A. Standard Drug Forms
- B. Drug Supplies
- C. Administration by the GI Route
- D. Administration by the Parenteral Route

**XI. Abbreviations and Systems of Measurements, Safe Dosage Calculations**

- A. Basic Arithmetic Review
- B. Calculation Guidelines
- C. Pediatric Dosage

- D. Geriatric Dosage
- E. Responsible Drug Administration
- F. Prevention of Medication Errors

**XII. Vitamins, Minerals and Herbs**

- A. Fat Soluble Vitamins
- B. Water Soluble Vitamins
- C. Minerals
- D. Antioxidants
- E. Alternative Medicine

**XIII. Poison Control**

- A. Poisoning by ingestion, inhalation
- B. External poisoning of skin or eyes
- C. Poisoning by sting and snakebite
- D. At risk individuals

**XIV. Overview of GI, Skin, Urinary, Eye and Endocrine Drugs**

- A. Drug Names
- B. Drug Functions
- C. Drug Side Effects
- D. Patient Education

**COURSE TEXT**

Required

- ***Essentials of Pharmacology for Health Occupations***, Colbert, James, Katrancha; Delmar Cengage Learning, Current Edition

**Grading**

- |  |            |
|--|------------|
| • Affective and Psychomotor Competency Evaluations | 10%        |
| • 2 Unit Exams plus Averaged Drug List Tests       | 50%        |
| • Midterm Exam                                     | 20%        |
| • Final Exam                                       | <u>20%</u> |
|  | 100%       |

Grading System

- A 90-100
- B+ 86-89

B	80-85
C+	76-79
C	70-75
F	0-69

### **Academic Integrity Policy and Attendance Policy**

#### **Academic Integrity**

Academic dishonesty is a serious violation of BCC policy and personal ethics and will be treated as such if the reason for suspicion should arise. Students should be careful to avoid plagiarism, falsification, and compliance. Academic integrity is vital to an academic community and for fair evaluation of student assessments. All assessments submitted must be your own, completed in accordance with the college's academic policies and the student code of conduct. You may not engage in unauthorized collaboration or make use of any artificial intelligence (AI) composition systems. Academic dishonesty also includes cheating on examinations. Refer to the BCC student code of conduct, student handbook for additional information, and the statement on plagiarism.

<https://catalog.bergen.edu/content.php?catoid=4&navoid=163#academic-dishonesty>).

#### **BCC Attendance Policy**

All students are expected to attend punctually every scheduled meeting of each course for which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance is maintained by the instructor for administrative and counseling purposes.

#### **Support Services**

- The program faculty maintains office hours for counseling and is available to provide tutorial assistance to students.
- Students must make appointments in advance to meet with the respective instructors.
- Students may also obtain assistance from the College Tutoring Center. Appointments must be made in advance through this center.
- The College has a personal counseling center for those students who may need personal assistance. Appointments are made directly through this center.
- Any problems, concerns, or questions should be directed to the course instructor or the student's advisor.

#### **Accommodations for Disabilities**

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any student who feels he or she may need an accommodation based on a disability should contact the Office of Special Services.

**Americans with Disabilities Act:** Students who require accommodations by the Americans with Disabilities Act [ADA] can request support services from “The Office of Specialized Services of Bergen Community College] 201-612-5270/5269 or via email at [ossinfo@bergen.edu](mailto:ossinfo@bergen.edu).

### **Mental Health and Well Being**

Mental Health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. Bergen Community College has licensed personal counselors available to assist you with addressing these and other concerns you may be experiencing. You can learn about the confidential mental health services available on campus via the Health and Wellness Center.

### **Available Online and On-Campus Resources**

Library- <https://bergen.edu/library/>

Academic support <https://bergen.edu/academics/pathway-scholars-program/academic-support>

The Writing Center and Tutoring Center- L-125 <https://Bergen.edu/tutoring/writing-center/>  
OWL(Online Writing Lab) <http://www.owl.english.perdue>

Free Time Computer Labs [https://Bergen.edu/technology assistance/computer lab availability/](https://Bergen.edu/technology%20assistance/computer%20lab%20availability/)

The Center for student A-118 (Academic, Career, International, and Transfer Counselors)  
<https://bergen.edu/center-for-student-success/>

Personal counseling HS-100 <https://bergen.edu/health-wellness-and-personal-counseling/personalcounseling/>

*Instructors retain the right to revise the course syllabus as needed.*

## MOA 200 COURSE OUTLINE

Date	Topic/Readings	Chapters/Pages	Activity/Assignment
Week 1	Chapters 1, 2 Intro to Pharmacology / Legislation Responsible Administration of Drugs	CHAPTERS 1, 2	Read chapters and complete chapter review quizzes.
Week 2	Chapters 3, 7 Principles of Pharmacokinetics Responsible Drug Administration <b>(Drug List Test #1)</b>	CHAPTER 3, 7	Read chapter and complete chapter review quiz. <b>Prepare for drug list #1.</b>
Week 3	Chapter 25 Anti-Infective Agents Antibiotic Resistance <b>(Drug List Test #2)</b>	CHAPTER 25	Read chapter and complete chapter review quiz.  Complete Worksheet <b>Prepare for drug list test #2.</b>
Week 4	<b>EXAM #1</b> Anti-infective Agents Cont'd	CHAPTER 25	Read chapter and complete chapter review quiz.  Submit completed worksheet.
Week 5	Chapter 19 Analgesics, Sedatives and Hypnotics <b>(Drug List Test #3)</b>	CHAPTER 19	Read chapters and complete chapter review quizzes.  Complete worksheet <b>Prepare for drug list test #3.</b>

Week 6	Chapter 20 Psychotropic Medications  <b>(Drug List Test #4)</b>	CHAPTER 20	Read chapters and complete chapter review quizzes.  Complete worksheet  <b>Prepare for drug list test #4.</b>
Week 7	Chapter 20 cont'd Psychotropic Medications Midterm Review  <b>(Drug List Test #5)</b>	CHAPTER 20	Read chapter and complete review quizzes and case studies.  Submit completed Ch. 19. 20 worksheets  <b>Prepare for drug list test #5.</b>
Week 8	Immunizations, Prescription/Drug Histories  <b>EXAM #2 (MIDTERM)</b>		Research current CDC guidelines for infant, child and adult immunization schedules.  Label prescription parts (handout)
Week 9	Medication Preparation and Supplies Abbreviations and Systems of Measurement <b>(Drug List Test #6)</b>	CHAPTER 4  CHAPTER 5	Read chapters and complete review quizzes and case studies.  <b>Prepare for drug list #6.</b>
Week 10	Chapter 6  Safe Dosage Calculations/Math for Pharmacology	CHAPTER 6	Read chapters and complete review



	<b>(Drug List Test # 7)</b>		quizzes and case studies.  Math calculation assignment, basic and ratio/proportion  <b>Prepare for drug list test #7.</b>
Week 11	Cardiovascular agents  <b>EXAM #3</b>  <b>(Chapters 4, 5 and 6)</b>	CHAPTER 14	Read chapter and complete review quizzes and case studies.  Complete worksheets
Week 12	<b>(Drug List Test #8)</b>  Respiratory System Drugs	CHAPTER 17	Read chapter and complete review quiz and case studies. <b>Prepare for drug list test #8.</b>
Week 13	Chapter 11  Vitamins & Minerals  <b>PRESENTATIONS</b>  <b>(Drug List Tests # 9)</b>	CHAPTER 11	Prepare presentation on assigned supplement.  <b>Prepare for drug list test #9.</b>
Week 14	Drug Poisoning, Poison Control  <b>Final Exam Review</b>  <b>(Drug List Test #10)</b>	CHAPTER 10	Read chapter and complete chapter review and case study. <b>Prepare for drug list test #10.</b>
Week 15	<b>FINAL EXAM</b>		

\*Subject to change as needed

