



## **Course Syllabus**

### **MDCA 1191 – Medical Assistant Dosage Calculations**

*Revision Date: January 15, 2016*

**Catalog Description:** Read, interpret and solve dosage calculation problems. (5108010000)

**Lecture hours = 1; Lab hours = 0**

**Prerequisites:** None

**Semester Credit Hours:** 1  
**Lecture Hours per week:** 1  
**Lab Hours per week:** 0  
**Contact Hours per Semester:** 64

**State Approval Code:** CIP 51.0801

**Instructional Goals and Purposes:** To assist students in learning dosage calculation problems needed to succeed in the health sciences.

**Learning Outcomes:**

1. To assist students who need either basic instruction/review or additional help with dosage calculation scenarios.
2. To help students that desire to improve their math solving skills.

**Specific Course Objectives (includes SCANS) and Course Content:**

At the end of the course the student will be able to:

1. Perform basic conversions from memory. (SCANS A iii)
2. Calculate basic/intermediate/advanced math problems (SCANS A iii)
3. Apply patient medication scenarios to administer medications using the six rights. (SCANS B v )

**Methods of instruction/Course Format/Delivery:**

This course will be delivered in hybrid format. Students will be responsible for completing tasks outside of class and be prepared for all in-class meetings. Students are expected to take an active role in learning by assuming accountability in preparing for each class by completing required readings and/or other assigned activities.

Students are expected to demonstrate basic competency in reading, writing, oral communication, math, and computer skills. Proficiency will be measured by quizzes, assignments, and at least two regular examinations and a comprehensive final exam.

Assessment:		Course Grade: Standard College grading to be used:
The following system will be utilized to calculate your final course grade:		
Major Exams (Covering Lecture and Lab Material)	40%	100-90 = A
Quizzes/Assignments	40%	89-80 = B
Comprehensive Final Exam	20%	79-70 = C
	<b>100%</b>	69-60 = D
<b><u>All examinations will have a due date. NO LATE WORK WILL BE ACCEPTED.</u></b>		59 and below F <b>*****Students must receive a "C" or better in all MDCA courses*****</b>

### Texts, Materials, and Supplies Required Textbook/References:

Hoolly, Joanna. (2009). *Medical Assisting Made Incredibly Easy: Pharmacology*. Wolters Kluwer. ISBN: 978-0-7817-7509-0

### Other:

- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>

**PROFESSIONALISM:** Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. Professional behavior includes:

- Attends Class and is Punctual - The student attends every class period, arrives on time for class activities and informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class. **If you have more than 5 absences, you MAY be dropped from the class and/or receive an overall grade of "F".**
  - If you miss class, please talk to a fellow class member, email me or make an appointment to come see me. I cannot take class time to repeat what you missed.
  - THERE ARE NO MAKE-UP EXAMS!!! Except in extreme cases of sickness (contagion or hospitalization, etc.) or death of an immediate family member (father, mother, sibling, spouse, or child) with documentation
- Dependable - The student meets assignment deadlines and follows through to completion of responsibilities.
  - You are responsible for what goes on in class EVEN if you are not here. Check your calendar and be prepared when you return to class
  - Papers are due at the beginning of class on the day they are assigned. NO LATE PAPERS WILL BE ACCEPTED! Technical difficulties (printer didn't work, ran out of ink, couldn't open file, etc.) are not valid excuses. Neither is forgetting your paper or

forgetting to print it. Do not come to class late because you were printing your paper, and do not ask to leave early to print it.

- *Paper copies* are to be turned in at beginning of class ONLY. Assume that emailing assignments is not allowed.

- Effective interpersonal and team skills - The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- Effective communication skills - The student listens, speaks using correct grammar and without excess fillers, (e.g. *um, you know, like*).
- Ethical conduct - The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information.
- Electronic Devices – ABSOLUTELY no personal electronic devices of any kind are allowed in the classroom. This includes cell phones, beepers, pagers and laptops. Because there are NO cell phones allowed in class, if your electronic device is brought to class and it goes off, THERE WILL BE A POP TEST FOR THE ENTIRE CLASS BECAUSE OF YOU!!!

## SCANS CRITERIA

### 1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

- a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
  - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
  - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
  - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
  - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
  - v) Speaking: Organize ideas and communicate orally.
- b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
  - i) Creative Thinking: generate new ideas.
  - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
  - iii) Problem Solving: recognize problems and devise and implement plan of action.
  - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
  - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
  - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
  - i) Responsibility: exert a high level of effort and persevere toward goal attainment.

- ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
- iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
- iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
- v) Integrity and Honesty: choose ethical courses of action.

2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

- a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
  - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
  - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
  - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently.  
Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
- b) **Interpersonal Skills:** A worker must work with others effectively.
  - i) Participate as a Member of a Team: contribute to group effort.
  - ii) Teach Others New Skills.
  - iii) Serve Clients/Customers: work to satisfy customer's expectations.
  - iv) Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
  - v) Negotiate: work toward agreements involving exchange of resources, resolve divergent interests.
  - vi) Work with Diversity: work well with men and women from diverse backgrounds.  
Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.
- c) **Information:** A worker must be able to acquire and use information.
  - i) Acquire and Evaluate Information.
  - ii) Organize and Maintain Information.
  - iii) Interpret and Communicate Information.
  - iv) Use Computers to Process Information.  
Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.
- d) **Systems:** A worker must understand complex interrelationships.
  - i) Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.
  - ii) Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
  - iii) Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.  
Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

- e) **Technology:** A worker must be able to work with a variety of technologies.
- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
  - ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
  - iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.