



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Pharmacology/Administration of Medications
Course Number: MAT202

Required Materials

Textbook(s): Bonewit-West, K., Hunt, S., & Applegate, E. (2020). *Today's medical assistant: Clinical & administrative procedures* (4th ed.). Saunders.
 Mosby. (2017). *Mosby's drug reference for health professions* (6th ed.). Elsevier. (Utilized for assignments)

Required Readings: See below.

Additional Materials:

Pharmacology/Administration of Medications /Competency Manual Packet- to be purchased from the college bookstore.
 Lab supply packet/ticket to be purchased from the bookstore.
 Exam gloves for lab. Students may purchase at the college bookstore or any outside vendor they choose.

Mandatory each lab session: Lab coat, scrubs, athletic shoes, exam gloves, calculator, small packet notebook and black ink pen.

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

TENTATIVE SCHEDULE

Week 1	Workday Guidelines; Set up charts; Drug Card Sections; Demo: Enteral (absorbed through GI tract) Routes – Oral Medications, liquid/solid; Chapter 1 Drug Regulation, Actions and Responses; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 2 Safely Preparing and Giving Drugs; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 2	Demo: Calculating Doses of Parenteral Medications; Neehr Perfect Charting (Pt Name, DOB, Allergies); Chapter 3 Math Review and Introduction to Dosage Calculations; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 4 Medical Systems of Weights and Measures; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)

	Chapter 11 Drugs That Affect the Immune System; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 3	Demo Rectal Suppository; Demo Adult IM Deltoid; Chapter 6 Anti-Inflammatory Drugs; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 7 Drugs for Pain Control; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 4	Demo Adult GM; Chapter 8 Anti-infective: Anti-bacterial Drugs; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 9 Anti-infective: Anti-viral Drugs; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Demo and Instructions on Reconstitutions and Z-track technique; Demo and Instruction Ampule.
Week 5	Chapter 10 Anti-infective: Anti-tubercular and Anti-fungal Drugs; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 13 Drug Therapy for Diabetes; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 14 Drug Therapy for Thyroid & Adrenal Gland Problems; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 6	Demo Infant VL; Chapter 15 Drugs That Affect Urine Output; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 20 Drugs That Affect Blood Clotting; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Demo and Instructions on SQ Injections; Demo and Instructions on Mixing Insulin and Insulin Injections.
Week 7	Infant VL ~ TEST OUT; SQ Injections.
WEEK 8	Demo ID Injections; Demo and Instructions PPD and Allergy Testing.
Week 9	Diabetic Education Kits/Patient Education Comp.
Week 10	FINAL EXAM; Final Disease Project.