



PHRA 1441-101CL
Pharmacy Drug Therapy and Treatment
Fall 2024
Monday and Thursday 10:45am-1:15pm

Instructor Information: Lisa Homburg, R. Ph., lhomburg@com.edu, 409-933-8685

Student hours and location: Monday-Thursday 1:15pm-3:15pm, or by appointment.
STEAM Building, Office 225-41

Required Textbook/Materials:

Pharmacology for Technicians, 7th Edition, Paradigm Publishing, by Jennifer Danielson, Skye McKennon, Sara Burda Alvarez, ISBN 9780763893620

Pharmacy Labs for Technicians, 4th Edition, Paradigm Publishing, by Sparks, McCartney, Lubin, Barriera, ISBN# 9780763893644
(MUST HAVE ONLINE RESOURCES ACCESS CODE)

3X5 Index Cards

Course Description: This course represents the study of therapeutic agents, their classifications, properties, actions, and effects of the human body, and their role in the management of disease.

Course requirements:

Quizzes: There will be 19 quizzes covering each therapeutic class of medications studied. These quizzes will be taken using D2L Brightspace in the classroom.

Drug Cards: You will be required to make drug cards on 3X5 index cards for the top 300+ medications which will be covered by therapeutic class. These cards should contain the brand name, generic name, pronunciations, therapeutic class, drug stem, and any other significant information concerning storage, adverse reactions, drug interactions, or administration instructions.

Drug Pronunciation Labs: Students will be required to make an audio file via Vocaroo (<https://vocaroo.com/>), pronouncing the generic and brand names of the medications in each therapeutic class studied.

Prescription Transcription Labs: Students will be required to transcribe and enter written prescriptions into QS1/NRx for each therapeutic class of medications studied, identifying the medication and strength prescribed, quantity prescribed, directions for administration, refills allowed, and days of supply.

Exams: There will be 3 multiple choice exams and 1 final exam. These exams will be taken using D2L Brightspace in the classroom.

Attendance and Participation: Students are expected to attend every class and arrive on time, just as an employed pharmacy technician would. Pharmacy Technicians are a vital part of the pharmacy staff. On-time attendance will constitute a portion of the final grade as detailed below.

Mandatory Mid-Semester Meeting: All students are required to meet with the Pharmacy Technician Program Director at the mid-point of the semester. This is an opportunity to discuss the student's standing in each course, identify regulatory requirements which must be met, develop a student academic plan, and complete mandatory paperwork. Students who fail to meet with the Program Director at the mid-point of the semester will not be allowed to enroll in the next semester's courses until the meeting has been completed.

Determination of Course Grade/Detailed Grading Formula:

Activity	Percentage Weight
Quizzes	15%
Drug Cards	10%
Pronunciation Labs	10%
Prescription Transcription Labs	10%
Exams	20%
Final Exam	30%
Attendance and Participation	5%

Grading Scale

Letter Grade	Numerical Point Value
A	90-100
B	80-89
C	70-79
D	65-69
F	64 and below

Late Work, Make-Up, and Extra-Credit Policy:

Late Work Policy: Late work will not be accepted.

Make-Up Policy: There is no make-up policy for this course. Students are expected to complete the course activities in a timely manner according to the due dates stated in the course outline. **The student is responsible for obtaining all missed materials and is responsible for meeting all due dates for assignments, quizzes, and exams, even if the student was absent when the assignment was given.** There will be **no make-up exams** given in any Pharmacy Technician Program course unless prior arrangements have been made with the instructor in response to extenuating circumstances. If a student misses one exam during the semester in any course, they may use their final exam grade in that course in place of the missed exam grade. If any other exams are missed in any course, a grade of zero “0” will be given.

Extra Credit: There will be no extra credit assignments given.

Attendance Policy: Students at COM are expected to attend and participate in every session of all courses for which they are registered. College of the Mainland recognizes no excused absences other than those prescribed by law.

The student will receive an attendance grade based on on-time attendance and ACTIVE participation.

As a component of attendance, students should check their com.edu email, course announcements, and discussion forums within Brightspace D2L frequently (daily is recommended). The student is solely responsible for checking updates related to the course.

If absent, the student is responsible for contacting a classmate to obtain any assignments or materials. The student is responsible for all missed materials and upcoming quizzes/assignments on the assigned due date.

ASHP accreditation standards require all pharmacy technician students to complete 50 hours of hands-on simulation/lab activities *prior* to engaging in their clinical externship. There are 50 hours of lab exercises incorporated into the fall semester. **Attendance in these lab exercises is MANDATORY.** These labs cannot be made up. Unless prior arrangements have been made with the instructor for extenuating circumstances, a grade of “0” will be given for any “wet” lab missed. Study questions and dry lab exercises may be turned in for partial credit at the instructor’s discretion. If a student fails to participate in 50 hours of hands-on simulation/lab activities, they will not be able to participate in the clinical externship course in the Spring semester.

Note: nonattendance may affect financial aid. If the student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), the student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

Tardiness Policy: Class will start at the stated time. Students who are not in attendance at the start of class are considered tardy. Three tardies will constitute an absence and will impact the student’s attendance/participation grade.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

The instructor will respond within 24 hours of receiving your email, Monday through Friday. Emails sent on Fridays may not receive a response until the following Monday.

Student Learner Outcomes:

Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Categorize the major therapeutic classifications of drugs		GERD and GI Medications Quiz
2. Differentiate the generic and trade names of drugs		Quiz-GERD and GI Medications
3. Describe the therapeutic use of drugs	Critical Thinking	Case Study-Psychiatric Disorders-Depression
4. Recognize appropriate dosing intervals for drugs, in consideration of side effects, toxicity, incompatibility, and interactions.	Social Responsibility	Transcription Labs-GERD and GI Medications

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty—such as cheating on exams, forging paperwork, or passing someone else’s work off as your own, is an extremely serious offense and will result in a grade of zero on that exam/assignment and a referral to the appropriate office for disciplinary action. It may result in failure of the course and expulsion from the program.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Carrier, Department Chair at 409-933-8414, or kcarrier3@com.edu.

PHRA 1441 Course outline:

Due Date	Activity
Week 1	Lecture: Chapter 1-Introduction to Pharmacology and Medications in the Body

Due Date	Activity
Aug 19	Chapter 2-Pharmaceutical Development Chapter 3-Pharmacology Study for the Pharmacy Technician
Aug 22	Lecture: Chapter 3-Pharmacology Study for the Pharmacy Technician Chapter 4-Prescription Orders and Medication Safety
Week 2 Aug 26	Lecture: Chapter 16-The Immune System, Bacterial Infections, Fungal Infections, and Drug Therapy (<i>Antibiotics</i>) Assignment: Antibiotic Drug Cards Due Sept 5 Assignment: Antibiotic Pronunciation Lab Due Sept 5 Assignment: Antibiotic Prescription Transcription Due Sept 5 Assignment: Antibiotic Quiz Due Sept 5
Aug 29	Lecture: Chapter 16-The Immune System, Bacterial Infections, Fungal Infections, and Drug Therapy—(<i>Antibiotics</i>)
Week 3 Sept 2	Labor Day—Enjoy the Holiday!
Sept 5	QUIZ—Antibiotics Due: Antibiotic Drug Cards Due: Pronunciation Lab - Antibiotics Due: Prescription Transcription Lab - Antibiotics Lecture: Chapter 16-The Immune System, Bacterial Infections, Fungal Infections, and Drug Therapy –(<i>Antifungals</i>) Assignment: Antifungal Drug Cards, Due Sept 9 Assignment: Antifungal Pronunciation Lab Due Sept 9 Assignment: Antifungal Transcription Lab Due Sept 9 Assignment: Antifungals Quiz – Due Sept 9
Week 4 Sept 9	QUIZ- Antifungals Due: Antifungal Drug Cards Due: Pronunciation Lab-Antifungals Due: Prescription Transcription Lab-Antifungals Lecture: Chapter 17 Immune System, Viral Infections, Drug Therapy-(<i>Antivirals</i>) Assignment: Antiviral Drug Cards Due Sept 12 Assignment: Antiviral Pronunciation Lab Due Sept 12 Assignment: Antivirals Transcription Lab- Due Sept 12 Assignment: Antiviral Quiz Due Sept 12
Sept 12	QUIZ-Antivirals Due: Antiviral Drug Cards Due: Pronunciation Lab - Antivirals Due: Prescription Transcription Lab-Antivirals Lab 19: Documenting and Preparing Immunizations (1 hour) Review for Exam 1 (Chapters 1, 2, 3, 4, 16, 17)
Week 5	Lecture: Autonomic Nervous System – Quiz Sept 23

Due Date	Activity
Sept 16	Lecture: Chapter 18 Pain, Anesthesia, and Drug Therapy- (<i>Anesthesia</i>)
Sept 19	EXAM (Chapters 1, 2, 3, 4, 16, 17)
Week 6 Sept 23	Quiz: Autonomic Nervous System Lecture: Chapter 18 Pain, Anesthesia, and Drug Therapy- (<i>Narcotics</i>) Assignment: Narcotic Drug Cards Due Sept 26 Assignment: Narcotic Pronunciation Lab Due Sept 26 Assignment: Narcotics Transcription Lab- Due Sept 26 Assignment: Narcotics Quiz Due Sept 26
Sept 26	QUIZ-Narcotics Due: Narcotic Drug Cards Due: Pronunciation Lab - Narcotics Due: Prescription Transcription Lab-Narcotics Lecture: Chapter 8-The Nervous System, Mental Health, and Drug Therapy- (<i>Antidepressants</i>) Assignment: Antidepressant Drug Cards Due Sept 30 Assignment: Antidepressant Pronunciation Lab Due Sept 30 Assignment: Antidepressant Transcription Lab- Due Sept 30 Assignment: Antidepressant Quiz Due Sept 30
Week 7 Sept 30	QUIZ-Antidepressants Due: Antidepressant Drug Cards Due: Pronunciation Lab - Antidepressants Due: Prescription Transcription Lab - Antidepressants Lecture: Chapter 8-The Nervous System, Mental Health, and Drug Therapy- (<i>Antipsychotics/Bipolar</i>) Assignment: Antipsychotic/Bipolar Drug Cards Due Oct 3 Assignment: Antipsychotic/Bipolar Pronunciation Lab Due Oct 3 Assignment: Antipsychotic/Bipolar Transcription Lab- Due Oct 3 Assignment: Antipsychotic/Bipolar Quiz Due Oct 3
Oct 3	QUIZ-Antipsychotics/Bipolar Due: Antipsychotics/Bipolar Drug Cards Due: Pronunciation Lab - Antipsychotics/Bipolar Due: Prescription Transcription Lab - Antipsychotics/Bipolar Lecture: Chapter 8-The Nervous System, Mental Health, and Drug Therapy- (<i>Anxiety/Sleep/Alcoholism</i>) Assignment: Anxiety/Sleep/Alcoholism Drug Cards Due Oct 7 Assignment: Anxiety/Sleep/Alcoholism Pronunciation Lab Due Oct 7 Assignment: Anxiety/Sleep/Alcoholism Transcription Lab - Due Oct 7 Assignment: Anxiety/Sleep/Alcoholism Quiz Due Oct 7
Week 8	QUIZ- Anxiety/Sleep/Alcoholism

Due Date	Activity
Oct 7	<p>Due: Anxiety/Sleep/Alcoholism Drug Cards Due: Pronunciation Lab - Anxiety/Sleep/Alcoholism Due: Prescription Transcription Lab - Anxiety/Sleep/Alcoholism Review for Exam 2 (Chapters 18 and 8)</p>
Oct 10	<p>EXAM (Chapters 18 and 8) Schedule Mid-Semester Meeting</p>
Week 9 Oct 14	<p>Lecture: Chapter 11 The Respiratory System and Drug Therapy – (<i>Asthma/COPD/TB</i>) Assignment: Asthma/COPD/TB Drug Cards Due Oct 17 Assignment: Asthma/COPD/TB Pronunciation Lab Due Oct 17 Assignment: Asthma/COPD/TB Transcription Lab- Due Oct 17 Assignment: Asthma/COPD/TB Quiz Due Oct 17 Lab: Teach the Proper Use of an Inhaler (0.5 hour)</p>
Oct 17	<p>QUIZ- Asthma/COPD/TB Due: Asthma/COPD/TB Drug Cards Due: Pronunciation Lab - Asthma/COPD/TB Due: Prescription Transcription Lab - Asthma/COPD/TB Lecture: Chapter 11 The Respiratory System and Drug Therapy (<i>Cough/Cold/Allergy/Smoking Cessation</i>) Assignment: Cough/Cold/Allergy/Smoking Cessation Drug Cards Due Oct 21 Assignment: Cough/Cold/Allergy/Smoking Cessation Pronunciation Due Oct 21 Assignment: Cough/Cold/Allergy/Smoking Cessation Transcription Due Oct 21 Assignment: Cough/Cold/Allergy/Smoking Cessation Quiz Due Oct 21</p>
Week 10 Oct 21	<p>QUIZ- Cough/Cold/Allergy/Smoking Cessation Due: Cough/Cold/Allergy/Smoking Cessation Drug Cards Due: Pronunciation Lab - Cough/Cold/Allergy/Smoking Cessation Due: Prescription Transcription Lab - Cough/Cold/Allergy/Smoking Cessation Lecture: Chapter 12-The Gastrointestinal System and Drug Therapy-(<i>GERD and GI</i>) Assignment: GERD and GI Drug Cards Due Oct 24 Assignment: GERD and GI Pronunciation Lab Due Oct 24 Assignment: GERD and GI Transcription Lab-Due Oct 24 Assignment: GERD and GI Quiz Due Oct 24</p>
Oct 24	<p>QUIZ – GERD and GI Drugs Due: GERD and GI Drug Cards Due: Pronunciation Lab - GERD and GI Due: Prescription Transcription Lab – GERD and GI Lecture: Chapter 12-The Gastrointestinal System and Drug Therapy – (<i>Antidiarrheal and Laxatives</i>) Assignment: Antidiarrheal and Laxatives Drug Cards Due Oct 28 Assignment: Antidiarrheal and Laxatives Pronunciation Lab Due Oct 28 Assignment: Antidiarrheal and Laxatives Transcription Lab-Due Oct 28</p>

Due Date	Activity
	Assignment: Antidiarrheal and Laxatives Quiz Due Oct 28
Week 11 Oct 28	QUIZ – Antidiarrheal and Laxatives Due: Antidiarrheal and Laxatives Drug Cards Due: Pronunciation Lab - Antidiarrheal and Laxatives Due: Prescription Transcription Lab – Antidiarrheal and Laxatives Lecture: Chapter 12-The Gastrointestinal System and Drug Therapy –(<i>Nausea, Obesity, Parasites, Protozoa</i>) Assignment: Nausea and Obesity Drug Cards Due Oct 31 Assignment: Nausea and Obesity Pronunciation Lab Due Oct 31 Assignment: Nausea and Obesity Transcription Lab- Due Oct 31 Assignment: Nausea and Obesity Quiz Due Oct 31
Oct 31	QUIZ – Nausea and Obesity Due: Nausea and Obesity Drug Cards Due: Pronunciation Lab – Nausea and Obesity Due: Prescription Transcription Lab – Nausea and Obesity Review for Exam Chapters 11 and 12
Week 12 Nov 4	EXAM Chapters 11 and 12
Nov 7	Lecture: Chapter 15-The Renal System and Drug Therapy-(<i>Diuretics</i>) Assignment: Diuretic Drug Cards Due Nov 11 Assignment: Diuretic Pronunciation Lab Due Nov 11 Assignment: Diuretic Transcription Lab- Due Nov 11 Assignment: Diuretic Quiz Due Nov 11
Week 13 Nov 11	QUIZ- Diuretics Due: Diuretic Drug Cards Due: Pronunciation Lab - Diuretics Due: Prescription Transcription Lab - Diuretics Lecture: Chapter 10-The Cardiovascular System and Drug Therapy- (<i>Angina</i>) Assignment: Angina Drug Cards Due Nov 14 Assignment: Angina Pronunciation Lab Due Nov 14 Assignment: Angina Transcription Lab- Due Nov 14 Assignment: Angina Quiz Due Nov 14
Nov 14	QUIZ- Angina Due: Angina Drug Cards Due: Pronunciation Lab - Angina Due: Prescription Transcription Lab - Angina Lecture: Chapter 10-The Cardiovascular System and Drug Therapy (<i>Antiarrhythmics and Heart Failure</i>) Assignment: Antiarrhythmics and Heart Failure Drug Cards Due Nov 18 Assignment: Antiarrhythmics and Heart Failure Pronunciation Lab Due Nov 18 Assignment: Antiarrhythmics and Heart Failure Transcription Lab- Due Nov 18 Assignment: Antiarrhythmics and Heart Failure Quiz Due Nov 18

Due Date	Activity
Week 14 Nov 18	<p>QUIZ- Antiarrhythmics and Heart Failure Due: Antiarrhythmics and Heart Failure Drug Cards Due: Pronunciation Lab - Antiarrhythmics and Heart Failure Due: Prescription Transcription Lab - Antiarrhythmics and Heart Failure Lecture: Chapter 10-The Cardiovascular System and Drug Therapy – <i>(Hypertension)</i> Assignment: Hypertension Drug Cards Due Nov 21 Assignment: Hypertension Pronunciation Lab Due Nov 21 Assignment: Hypertension Transcription Lab-Due Nov 21 Assignment: Hypertension Quiz Due Nov 21 Lab: How to Use a Digital Blood Pressure Monitor</p>
Nov 21	<p>QUIZ- Hypertension Due: Hypertension Drug Cards Due: Pronunciation Lab - Hypertension Due: Prescription Transcription Lab - Hypertension Lecture: Chapter 10-The Cardiovascular System and Drug Therapy – <i>(Anticoagulants, Antiplatelets, Fibrinolytics)</i> Assignment: Anticoagulant Drug Cards Due Nov 25 Assignment: Anticoagulant Pronunciation Lab Due Nov 25 Assignment: Anticoagulant Transcription Lab-Due Nov 25 Assignment: Anticoagulant Quiz Due Nov 25</p>
Week 15 Nov 25	<p>QUIZ- Anticoagulants, Antiplatelets, Fibrinolytics Due: Anticoagulants, Antiplatelets, Fibrinolytics Drug Cards Due: Pronunciation Lab - Anticoagulants, Antiplatelets, Fibrinolytics Due: Prescription Transcription Lab – Anticoagulants, Antiplatelets Lecture: Chapter 10-The Cardiovascular System and Drug Therapy – <i>(Antihyperlipidemics)</i> Assignment: Antihyperlipidemic Drug Cards Due Dec 2 Assignment: Antihyperlipidemic Pronunciation Lab Due Dec 2 Assignment: Antihyperlipidemic Transcription Lab-Due Dec 2 Assignment: Antihyperlipidemic Quiz Due Dec 2</p>
Nov 28	Thanksgiving-Enjoy your Holiday!
Week 16 Dec 2	<p>QUIZ – Antihyperlipidemic Drugs Due: Antihyperlipidemic Drug Cards Due: Pronunciation Lab – Antihyperlipidemic Drugs Due: Prescription Transcription Lab – Antihyperlipidemic Drugs Review for Final Exam</p>
Dec 5	Final Exam

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check their com.edu email account and D2L Brightspace for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 16-week session is **November 15**.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Use of Artificial Intelligence (AI): Any assignment containing material generated by Artificial Intelligence (AI) will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

Notice to Students Regarding Licensing: Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following websites provide links to information about the licensing process and requirements:

<https://www.ptcb.org/widget/?cobaltsrc=https://portal.ptcb.org/Login.aspx?ReturnUrl=/>,
<https://www.pharmacy.texas.gov/> and
https://www.pharmacy.texas.gov/files_pdf/Licensure%20QA.pdf).

Should you wish to request a review of the impact of criminal history on your potential Pharmacy Technician Certification and Texas State Board of Pharmacy Registration prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation”: (<https://www.ptcb.org/> and <https://www.pharmacy.texas.gov/>).

COM is providing this information to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Course Structure

This course will be delivered face-to-face with assignments/quizzes/exams delivered online through the course management system D2L Brightspace. You will use your COM account to log in to the course from the D2L Brightspace login page - <https://com.brightspace.com/>. If you have not activated your COM account, please visit <https://webadvisor.com.edu>.

In D2L Brightspace, you will access online lessons, course materials, and resources. At designated times throughout the semester, students will participate in activities which may consist of, but not be limited to, quizzes, exams, questions/assignments, chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting using D2L Brightspace and/or alternative Internet-based technologies.

To access this course on D2L Brightspace you will need access to the Internet and a supported Web browser (Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the course requirements section in this syllabus.

Viewing Grades in D2L Brightspace: Students can view their grades by clicking on the **My Grades** link in the course menu in D2L Brightspace.

Required Skills

Students enrolled in this course should possess the following technology skills:

- The ability to use latest stable releases of Google Chrome, Mozilla Firefox, or Safari 10.X web browsers.
- The ability to access information via the Internet
- The ability to use D2L Brightspace and associated tools, including discussion boards, chat rooms, online testing, and assignment submission features
- The ability to use any necessary publisher content (examples: Cengage, SIMnet, MindTap, MyMathLab, etc.)
- The ability to use word processing software, and to save in alternate formats
- The ability to send, receive and include attachments using email
- The ability to demonstrate netiquette (appropriate online conduct)

Software and Hardware

- Minimum recommended computer and internet configurations for online courses can be found here.
- Internet connection (DSL, LAN, or cable connection desirable)
- An up-to-date operating system from Microsoft or Apple - PC platforms should run Windows 7 or newer; Mac platforms should run OS 10.8 or newer (Chromebooks, tablets, and mobile devices are not compatible with all online course components)
- Access to D2L Brightspace
- Latest stable release of JAVA
- 256 MB RAM
- 20 MB free disk space
- A microphone and headphones (A headset with microphone/headphones is highly recommended, but not required.)
- Webcam
- Any other tools, resources, and materials needed by the student for the course.

Technical Assistance

For technical assistance during the course or to report a problem with D2L Brightspace you can visit the Educational Technology Services support site: <http://de-support.com.edu/requests>

For technical assistance with campus Wi-Fi, COM user ID or password, and other campus related IT needs, visit: <https://helpdesk.com.edu/>

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. What you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation and grammar and be sure to edit your contribution before posting.
- Read all posts before contributing your own to avoid unnecessarily repeating information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc.

Technology Outage

Students are responsible for maintaining their hardware, software, and Internet connection to the course. If you are incapable of maintaining your own system, please use the computers available on campus or take the CL section of the course. (NB, Access to college computers is limited by the hours of operation for the computer labs and library. You are responsible for staying abreast of these times.) No additional time will be provided for hardware, software, or Internet connection problems that interfere with your ability to access the course and complete your assignments and assessments. If a verifiable interruption in the access to the Course Management System that lasts for fifteen minutes or longer and occurs within twenty-four hours of an assignment or assessment, the deadline for the assignment or assessment may be extended at the discretion of your instructor.