

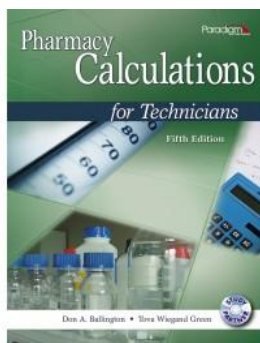


# PHAR 1000 Pharmaceutical Calculations COURSE SYLLABUS Fall Semester 2015

Semester: Fall 2015  
Course Title: Pharmaceutical Calculations  
Course Number: PHAR 1000  
Credit Hours/ Minutes: 4/3000  
Class Location: Room # 737 — Gillis Building  
Class Meets: Mon./Wed. 8:30-10:30  
CRN: 20301

Instructor: Matt Brown, CPhT  
Office Hours: Mon.—Thurs. 4:00—5:15 PM or By Appointment  
Office Location: #722 — Gillis Building  
Email Address: mbrown@southeasterntech.edu  
Phone: 912-538-3192  
Fax Number: 912-538-3106  
Tutoring Hours: By Appointment

**REQUIRED TEXT:** *Pharmacy Calculations for Technicians*, 5<sup>th</sup> Edition, By Ballington and Green, Paradigm Publishing



**REQUIRED SUPPLIES & SOFTWARE:** Paper, Pens/Pencils, Folder, Computer Access, and a Basic Calculator

**COURSE DESCRIPTION:** This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

**MAJOR COURSE COMPETENCIES:**

1. Systems of Measurement
2. Medication Dispensing Calculations
3. Pharmacy Mathematical Procedures
4. Calculation Tools

**PREREQUISITE(S):** One Required

MATH 1012 - Foundations of Mathematics ( 201003L )
MATH 1111 - College Algebra ( 201003L )

**COREQUISITE(S):** None

**\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary\*\*\***

**COURSE OUTLINE:****Systems of Measurement**

Order	Description	Learning Domain	Level of Learning
1	Recognize and interpret metric measurements.	Cognitive	Analysis
2	Recognize and interpret the Apothecary measurements.	Cognitive	Analysis
3	Recognize and interpret household measurements.	Cognitive	Analysis
4	Convert a doctor's order containing units.	Cognitive	Comprehension

**Medication Dispensing Calculations**

Order	Description	Learning Domain	Level of Learning
1	Demonstrate correct administration of oral medications.	Psychomotor	Guided Response
2	Demonstrate correct administrations of parenteral medications.	Psychomotor	Guided Response
3	Regulate IV fluid rate.	Psychomotor	Guided Response
4	Demonstrate correct administration of other routes such as topical and inhalation.	Psychomotor	Guided Response
5	Use the "6 Rights" to administer all medications: 1. Right patients 2. Right drug 3. Right dosage 4. Right time 5. Right route 6. Right documentation.	Cognitive	Application

**Pharmacy Mathematical Procedures**

Order	Description	Learning Domain	Level of Learning
1	Compute correct dosages from doctor orders.	Cognitive	Application
2	State the correct dosages using Young's, Fried's, and/or Clark's Rule.	Cognitive	Knowledge
3	Calculate I.V. fluid rate.	Cognitive	Application
4	Dilute fluids to proper strength using pure drug or stronger solution to weaker solution.	Cognitive	Knowledge

**Calculation Tools and Techniques**

Order	Description	Learning Domain	Level of Learning
1	Demonstrate the ability to look up drugs.	Cognitive	Application
2	Identify drug origins.	Cognitive	Knowledge
3	Identify drug calculation.	Cognitive	Knowledge
4	Describe the laws governing the use and misuse of drugs.	Cognitive	Knowledge
5	Define the terms associated with drug administration.	Cognitive	Knowledge
6	Interpret drug orders.	Cognitive	Comprehension

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** Students are expected to complete all exams and daily assignments. Students will also be required to complete hands-on demonstrations needed to function properly in the pharmacy field. Students are responsible for all policies and procedures listed within the student catalog / program handbook. Quizzes are subject to be given at any time over any assigned material (i.e. reading, homework, etc.). All quizzes given will be averaged together and that average will count as one exam grade.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

#### **ADDITIONAL ATTENDANCE PROVISIONS**

##### ***Health Sciences***

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 days during the semester.**

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):** Exams missed for any reason will be made up on the day the student returns to class. A maximum of one exam can be made up. If more than one exam is missed the student will only be allowed to make up the first exam missed and a grade of "0" will be awarded for any other missed exams. Any quizzes missed due to a student absence will not be allowed to be made up.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

#### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

##### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

##### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Exam Average	50%
Assignments	25%
<u>Final Exam</u>	<u>25%</u>
Total Average	= 100%

**GRADING SCALE**

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

**TCSG GUARANTEE/WARRANTY STATEMENT:**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**PHAR 1000  
Pharmaceutical Calculations  
FALL SEMESTER 2015 LESSON PLAN**

Date	Chapters / Lesson	Content	Assignments & Exams Due	Comp Area
<b>Week 1 (August 17 – August 23)</b>				
8/17		Intro to course / syllabus / books	Read and Review: Chapter 1	
8/19	Chapter 1	Understanding Subdivisions of Numbers, Number Systems, Estimating, and Accuracy	Chapter 1: PowerPoint Chapter 1: Practice Test	1 – 4 A – C
<b>Week 2 (August 24 – August 30)</b>				
8/24	Chapter 1	Understanding Subdivisions of Numbers, Number Systems, Estimating, and Accuracy	Chapter 1: Practice Test Due Chapter 1: Chapter Review  Read and Review: Chapter 2	1 – 4 A – C
8/26	Chapter 2	Using Ratios, Percents, and Proportions	Chapter 2: PowerPoint Chapter 2: Practice Test	1 – 4 A – C
<b>Week 3 (August 31 – September 6)</b>				
8/31	Chapter 2	Using Ratios, Percents, and Proportions	Chapter 2: Practice Test Due Chapter 2: Chapter Review	1 – 4 A – C
9/2	Chapter 1–2	Exam: Chapters 1--2	Exam: Chapters 1—2  Read and Review: Chapter 3	1 – 4 A – C

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<b>Week 4 (September 7 – September 13)</b>				
9/7	<b>Holiday</b>			
9/9	Chapter 3  Lab #4	Developing Literacy Skills  <i>Pharmacy Labs for Technicians Text:</i> Lab #4: Validating DEA Numbers	Chapter 3: PowerPoint Chapter 3: Practice Test  Lab #4: PowerPoint Lab #4  Chapter 3: Practice Test Due Chapter 3: Chapter Review	1 – 4 A – C
<b>Week 5 (September 14 – September 20)</b>				
9/14	Chapter 3	Exam: Chapter 3	Exam: Chapter 3  Read and Review: Chapter 4	1 – 4 A – C
9/16	Chapter 4	Applying Metric Measurements and Calculating Doses	Chapter 4: PowerPoint Chapter 4: Practice Test	1 – 4 A – C
<b>Week 6 (September 21 – September 27)</b>				
9/21	Chapter 4	Applying Metric Measurements and Calculating Doses	Chapter 4: Practice Test Due Chapter 4: Chapter Review	1 – 4 A – C
9/23	Chapter 4	Exam: Chapter 4	Exam: Chapter 4  Read and Review: Chapter 5	1 – 4 A – C
<b>Week 7 (September 28 – October 4)</b>				
9/28	Chapter 5	Using Household Measure in Pharmacy Calculations	Chapter 5: PowerPoint	1 – 4 A – C
9/30	Chapter 5	Using Household Measure in Pharmacy Calculations	Chapter 5: PowerPoint Chapter 5: Practice Test	1 – 4 A – C
<b>Week 8 (October 5 – October 11)</b>				
10/5	Chapter 5	Using Household Measure in Pharmacy Calculations	Chapter 5: Practice Test Due Chapter 5: Chapter Review	1 – 4 A – C
10/7	Chapter 5	Exam: Chapter 5	Exam: Chapter 5  Read and Review: Chapter 6	1 – 4 A – C
<b>Week 9 (October 12 – October 18)</b>				
10/12	Chapter 6	Preparing Injectable Medications	Chapter 6: PowerPoint	1 – 4 A – C
10/14	Chapter 6	Preparing Injectable Medications	Chapter 6: PowerPoint Chapter 6: Practice Test	1 – 4 A – C

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Week 10 (October 19 – October 25)				
10/19	Chapter 6	Preparing Injectable Medications	Chapter 6: Practice Test Due Chapter 6: Chapter Review	1 – 4 A – C
10/21	Chapter 6	Exam: Chapter 6	Exam: Chapter 6 Read and Review: Chapter 7	1 – 4 A – C
Week 11 (October 26 – November 1)				
10/26	Chapter 7	Preparing Parenteral Solutions	Chapter 7: PowerPoint	1 – 4 A – C
10/28	Chapter 7	Preparing Parenteral Solutions	Chapter 7: PowerPoint Chapter 7: Practice Test	1 – 4 A – C
Week 12 (November 2 – November 8)				
11/2	Chapter 7	Preparing Parenteral Solutions	Chapter 7: Practice Test Due Chapter 7: Chapter Review	1 – 4 A – C
11/4	Chapter 7	Exam: Chapter 7	Exam: Chapter 7 Read and Review: Chapter 8	1 – 4 A – C
Week 13 (November 9 – November 15)				
11/9	Chapter 8	Using Special Calculations in Compounding	Chapter 8: PowerPoint Chapter 8: Practice Test	1 – 4 A – C
11/11	Chapter 8	Using Special Calculations in Compounding	Chapter 8: Practice Test Due Chapter 8: Chapter Review	1 – 4 A – C
Week 14 (November 16 – November 22)				
11/16	Chapter 8	Exam: Chapter 8	Exam: Chapter 8 Read and Review: Chapter 9	1 – 4 A – C
11/18	Chapter 9	Using Business Math in the Pharmacy	Chapter 9: PowerPoint Chapter 9: Practice Test	1 – 4 A – C
Week 15 (November 23 – November 29)				
11/23	Chapter 9	Using Business Math in the Pharmacy	Chapter 9: Practice Test Due Chapter 9: Chapter Review	1 – 4 A – C
11/25	Holiday			
Week 16 (November 30 – December 6)				
11/30	Chapter 1–9	Calculations Review	Review for Final	1 – 4 A – C
12/2	Final	Comprehensive Final Exam	Final Exam	1 – 4 A – C

**\* Competency Areas:**

1. Systems of Measurement
2. Medication Dispensing Calculations
3. Pharmacy Mathematical Procedures
4. Calculation Tools

**\*\*General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

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## Southeastern Technical College Pharmacy Technology Diploma Program

I \_\_\_\_\_ have read and understand the syllabus for PHAR 1000. I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabi. By signing this agreement I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for. I agree to follow the guidelines and rules listed on the syllabi.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date