



**MAST 1030 PHARMACOLOGY IN THE MEDICAL OFFICE  
TENTATIVE COURSE SYLLABUS  
Spring Semester 2020 (202014)**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3750  
Campus/Class Location: Building 8 Room 8166  
Class Meets: Monday through Thursday 10:00 am – 10:50 am  
Course Reference Number (CRN): 40185

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kimberly Brown, BSHS, CMA(AAMA)  
Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)  
Campus/Office Location: Swainsboro Campus Room 8168  
Office Hours: M-R 2:30-5:30  
Phone: (478) 289-2243  
Fax Number: (478) 289-2336  
Tutoring Hours (if applicable): By appointment only.

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Principles of Pharmacology for Medical Assisting: 6th edition – Rice – Cengage Publishing  
MindTap Access  
Cengage Unlimited  
International Standard Book Number (ISBN): 978-1-305-11086-1

**REQUIRED SUPPLIES & SOFTWARE**

MindTap (Cengage Learning)  
3 ring binder, paper, pens, highlighters, index cards  
Jump drive/Flash drive

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

**COURSE DESCRIPTION**

Introduces medication therapy with emphasis on safety; classification of medications, their actions, side effects, medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology, dosage calculations, sources and forms of medications, medication classification, and medication effects on the body systems.

## **MAJOR COURSE COMPETENCIES**

1. Introduction to Pharmacology.
2. Dosage Calculation.
3. Sources and Forms of Medications.
4. Classifications of Medications.
5. Medication Effects on the Body Systems.

## **PREREQUISITE(S)**

ENGL 1010, MATH 1012, PSCY 1010, ALHS 1011, ALHS 1090, COLL 1040, ALMA 1000, MAST 1080, MAST 1100, MAST 1120

## **COURSE OUTLINE**

### **Introductory Pharmacology**

1. Demonstrate the use of common reference sources in pharmacology (ie. drug guides, internet sources, etc.).

### **Dosage Calculation**

1. Demonstrate knowledge of basic math computations. (II.C.1)
2. Apply mathematical computations to solve equations. (II.C.2)
3. Define basic units of measurement in: a. the metric system, b. the household systems. (II.C.3)
4. Convert among measurement systems. (II.C.4)
5. Identify abbreviations and symbols used in calculating medication dosages. (II.C.5)
6. Calculate medication dosages.
7. Calculate pediatric dosages.

### **Sources and Forms of Medications**

1. Recognize sources of medications.
2. Interpret the importance of the Federal Food, Drug, and Cosmetic Act/Controlled Substance Act of 1970.
3. Examine factors that determine the dosage of patient's medication.
4. Describe forms of medication.
5. Describe reasons for administering medications.

### **Classification of Medications**

1. Identify the classifications of medications including: a. indications for use, b. desired effects, c. side effects, d. adverse reactions (allergenic, anti-infectives, antifungals, antimalarials, antituberculosis, antivirals, antineoplastics, cardiovascular agents, central nervous system agents, genitourinary tract agents, hormones, immunologic agents, metabolic agents, nutritional agents, psychotherapeutic agents, radiologic agents, respiratory agents, topical agents). (I.C.11)
2. Correlate the factors that may determine the effectiveness of an antiseptic and/or disinfectant.
3. Characterize the general recommendations for immunizations.
4. Assess the safety precautions to be observed when caring for a patient receiving medication.
5. Recognize precautions for antineoplastic and radioactive agents.

### **Medication Effects on the Body Systems**

1. Describe the relationship between the anatomy and physiology of all body systems and medications used for treatment in each.
2. Demonstrate patient education as it applies to each body system and the medications used for each body system.

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College 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.

## **STUDENT REQUIREMENTS**

Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Catalog and Handbook*. STC Catalog and Handbook Related Policies and Procedures are found online at [STC's Website \(http://www.southeasterntech.edu\)](http://www.southeasterntech.edu)

Students are expected to complete all reading, tests, and daily assignments by the specified date. This includes tests, quizzes, workbooks, and any special projects assigned by the instructor throughout the course. *A final unit test average of 75 is required to sit for the final exam. Grades of 74.9 will not be rounded up. If you have below a 75 average, you will receive a "0" for your final test grade.*

Students must satisfactorily complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and a final grade of "WF" or "F". Students will be given three (3) opportunities to demonstrate each skill competency.

Critical thinking is also a necessary part of the learning process in this course. The student is expected to complete all critical thinking assignments prior to class. Situations will be included on tests in order to test critical thinking ability.

The use of proper grammar, correct spelling, and writing principles is expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

## **CLASSROOM RULES**

All cell phones will be turned off at the beginning of class time. Any cell phone that rings during class will become property of the instructor until further notice. This is not only a distraction to the instructor, but to other students as well. If you have an emergency, please discuss options with me prior to class. There will be no eating or drinking in the classroom

## **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 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 zero. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors will determine whether missed work may be allowed to be made up and the content and dates for makeup work are at the discretion of the instructor.

In Allied Health Programs, an instructor may withdraw students for lack of attendance. All instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

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 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 days during the semester.**

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

### **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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **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" (Withdrawn) 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 speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W' (withdraw), 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.)**

In the event of an **excused absence** on an exam day, the student will be allowed to make-up **one** exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

Any exceptions to the makeup guidelines for this class will require instructor approval and would only be allowed for exceptional circumstances.

If you are absent or late on the day a **chapter quiz** is given, you will receive a "0" for that grade. **LOWEST EXAM GRADES ARE NOT DROPPED.**

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

#### **1. 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.

#### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

#### **3. 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 third 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen.Thomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:LJONAS@southeasterntech.edu">LJONAS@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## **TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

### **GRADING POLICY**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Tests	60%
Drug Sheets	10%
MindTap	10%
Final Exam	20%

### **GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements**

<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p><b>I.C. Anatomy and Physiology</b>            11. Identify the classifications of medications including:            a. Indications for use            b. Desired effects            c. Side effects            d. Adverse reactions</p>	<p><b>I.P. Anatomy and Physiology</b>            None listed.</p>	<p><b>I.A Anatomy and Physiology</b>            None listed.</p>
<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p><b>II.C Applied Mathematics</b>            1. Demonstrate knowledge of basic math computations.            2. Apply mathematical computations to solve mathematical equations.            3. Define basic units of measurement in:            a. The metric system            b. The household system            4. Convert among measurement systems.            5. Identify both abbreviations and symbols used in calculating medication dosages.</p>	<p><b>II.P Applied Mathematics</b>            None listed.</p>	<p><b>II.A Applied Mathematics</b>            None listed.</p>



**MAST 1030 PHARMACOLOGY IN THE MEDICAL OFFICE**  
**Spring Semester 2019 Lesson Plan**

<b>Date/Week</b>	<b>Unit/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
January 7		SEMESTER BEGINS First day of class: Introduction to course, syllabi, etc.	<ul style="list-style-type: none"> <li>• Read Unit 7</li> <li>• MindTap Exercises</li> </ul>	
January 8	Unit 7	Drugs Sources, Schedules, and Dosages	<ul style="list-style-type: none"> <li>• Read Unit 8</li> <li>• MindTap Exercises</li> </ul>	1 a, c
January 9	Unit 8	Forms of Drugs and How They Act	<ul style="list-style-type: none"> <li>• Study for Test 1</li> <li>• MindTap Exercises Due January 13 at 11:59p</li> </ul>	1 a, c
January 13	Units 7-8	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 1</li> <li>• MindTap Exercises Due Jan 13 at 11:59p</li> </ul>	1 a, c
January 14	Units 7-8	<b>Test 1 – Units 7-8</b>	<ul style="list-style-type: none"> <li>• Read Unit 9</li> <li>• MindTap Exercises</li> </ul>	1 a, c
January 15	Unit 9	The Medication Order	<ul style="list-style-type: none"> <li>• Read Unit 10</li> <li>• MindTap Exercises Due January 22 at 11:59p</li> </ul>	1, 3 a, c
January 16	Unit 10	Medication Administration Essentials	<ul style="list-style-type: none"> <li>• Study for Test 2</li> <li>• MindTap Exercises Due January 22 at 11:59p</li> </ul>	1, 3 a, c
January 20		HOLIDAY		
January 21	Units 9-10	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 2</li> <li>• MindTap Exercises Due January 22 at 11:59p</li> </ul>	1, 3 a, c
January 22	Units 9-10	<b>Test 2 – Units 9-10</b>	<ul style="list-style-type: none"> <li>• Read Unit 11</li> <li>• MindTap Exercises</li> </ul>	1, 3 a, c
January 23	Unit 11	Administration of Nonparenteral Medications	<ul style="list-style-type: none"> <li>• Read Unit 14</li> <li>• MindTap Exercises Due January 28 at 11:59p</li> </ul>	1, 3 a, c
January 27	Unit 14	Allergy: An Overview	<ul style="list-style-type: none"> <li>• Study for Test 3</li> <li>• MindTap Exercises Due January 28 at 11:59p</li> </ul>	1, 3 a, c
January 28	Units 11&14	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 3</li> <li>• MindTap Exercises Due January 28 at 11:59p</li> </ul>	1, 3 a, c

<b>Date/Week</b>	<b>Unit/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
January 29	Units 11&14	<b>Test 3 – Units 11&amp;14</b>	<ul style="list-style-type: none"> <li>• Read Unit 12</li> <li>• MindTap Exercises</li> </ul>	1, 3 a, c
January 30	Unit 12	Parenteral Equipment and Supplies  DRUG SHEETS 1-25 DUE	<ul style="list-style-type: none"> <li>• Read Unit 13</li> <li>• MindTap Exercises Due February 5 at 11:59p</li> <li>• DRUG SHEETS 1-25 DUE</li> </ul>	1, 3 a, c
February 3	Unit 13	Administration of Parenteral Medications	<ul style="list-style-type: none"> <li>• Study for Test 4</li> <li>• MindTap Exercises Due February 5 at 11:59p</li> </ul>	1, 3 a, c
February 4	Units 12&13	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 4</li> <li>• MindTap Exercises Due February 5 at 11:59p</li> </ul>	1, 3 a, c
February 5	Units 12&13	<b>Test 4 – Units 12&amp;13</b>	<ul style="list-style-type: none"> <li>• Read Units 1 &amp; 2</li> <li>• MindTap Exercises</li> </ul>	1, 3 a, c
February 6	Unit 1 Unit 2	Numerals & Fractions Decimal Fractions	<ul style="list-style-type: none"> <li>• Read Units 3 &amp; 4</li> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 10	Unit 3 Unit 4	Ratio & Proportion The Metric System	<ul style="list-style-type: none"> <li>• Read Unit 5</li> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 11	Unit 5	Calculating Adult Dosages: Oral & Parenteral Forms	<ul style="list-style-type: none"> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 12	Unit 5	Practice Problems	<ul style="list-style-type: none"> <li>• Read Unit 6</li> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 13	Unit 6	Calculating Children’s Dosages	<ul style="list-style-type: none"> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 17	Unit 6	Practice Problems	<ul style="list-style-type: none"> <li>• MindTap Exercises Due February 27 11:59 p</li> </ul>	2 a, b, c
February 18	Unit 6	Practice Problems	<ul style="list-style-type: none"> <li>• MindTap Exercises Due February 27 11:59 p</li> </ul>	2 a, b, c
February 19	Unit 6	Practice Problems	<ul style="list-style-type: none"> <li>• MindTap Exercises Due February 27 11:59 p</li> </ul>	2 a, b, c
February 20	Unit 1-6	Practice Drug Calculations Test	<ul style="list-style-type: none"> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 24	Unit 1-6	Drug Calculations Test 1	<ul style="list-style-type: none"> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 25	Unit 1-6	Review Drug Calculations Test 1	<ul style="list-style-type: none"> <li>• MindTap Exercises</li> </ul>	2 a, b, c
February 26	Unit 1-6	Drug Calculations Test 2	<ul style="list-style-type: none"> <li>• MindTap Exercises</li> </ul>	2 a, b, c

Date/Week	Unit/Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 27	Unit 1-6	Drug Calculations Test 3  DRUG SHEETS 26-50 DUE	<ul style="list-style-type: none"> <li>• Read Unit 15</li> <li>• MindTap Exercises</li> <li>• DRUG SHEETS 26-50 DUE</li> </ul>	2 a, b, c
March 2	Unit 15	Antibiotic Agents	<ul style="list-style-type: none"> <li>• Read Unit 16</li> <li>• MindTap Exercises Due March 4 at 11:59p</li> </ul>	4, 5 a, c
March 3	Unit 16	Antifungal, Antiviral, & Immunizing Agents	<ul style="list-style-type: none"> <li>• Study for Test 5</li> <li>• MindTap Exercises Due March 4 at 11:59p</li> </ul>	4, 5 a, c
March 4	Units 15-16	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 5</li> <li>• MindTap Exercises Due March 4 at 11:59p</li> </ul>	4, 5 a, c
March 5		STAFF DEVELOPMENT – NO CLASS		
March 9	Units 15-16	<b>Test 5 – Units 15-16</b>	<ul style="list-style-type: none"> <li>• Read Unit 17</li> <li>• MindTap Exercises Due March 12 at 11:59p</li> </ul>	4, 5 a, c
March 10	Unit 17	Antineoplastic Agents	<ul style="list-style-type: none"> <li>• Read Unit 18</li> <li>• MindTap Exercises Due March 12 at 11:59p</li> </ul>	4, 5 a, c
March 11	Unit 18	Vitamins, Minerals, & Herbals	<ul style="list-style-type: none"> <li>• Study for Test 6</li> <li>• MindTap Exercises Due March 12 at 11:59p</li> </ul>	4, 5 a, c
March 12	Units 17-18	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 6</li> <li>• MindTap Exercises Due March 12 at 11:59p</li> </ul>	4, 5 a, c
March 16	Units 17-18	<b>Test 6 – Units 17-18</b>	<ul style="list-style-type: none"> <li>• Read Unit 19</li> <li>• MindTap Exercises Due March 19 at 11:59p</li> </ul>	4, 5 a, c
March 17	Unit 19	Psychotropic Agents	<ul style="list-style-type: none"> <li>• Read Unit 20</li> <li>• MindTap Exercises Due March 19 at 11:59p</li> </ul>	4, 5 a, c
March 18	Unit 20	Substance Abuse	<ul style="list-style-type: none"> <li>• Study for Test 7</li> <li>• MindTap Exercises Due March 19 at 11:59p</li> </ul>	4, 5 a, c

<b>Date/Week</b>	<b>Unit/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
March 19	Units 19-20	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 7</li> <li>• MindTap Exercises Due March 19 at 11:59p</li> </ul>	4, 5 a, c
March 23	Units 19-20	<b>Test 7 – Units 19-20</b>	<ul style="list-style-type: none"> <li>• Read Unit 21</li> <li>• MindTap Exercises Due March 26 at 11:59p</li> </ul>	4, 5 a, c
March 24	Unit 21	Medications for Musculoskeletal System Disorders	<ul style="list-style-type: none"> <li>• Read Unit 22</li> <li>• MindTap Exercises Due March 26 at 11:59p</li> </ul>	4, 5 a, c
March 25	Unit 22	Medications for Gastrointestinal System Disorders	<ul style="list-style-type: none"> <li>• Study for Test 8</li> <li>• MindTap Exercises Due March 26 at 11:59p</li> </ul>	4, 5 a, c
March 26	Units 21-22	MindTap Exercises  DRUG SHEETS 51-75 DUE	<ul style="list-style-type: none"> <li>• Study for Test 8</li> <li>• MindTap Exercises Due March 26 at 11:59p</li> <li>• DRUG SHEETS 51-75 DUE</li> </ul>	4, 5 a, c
March 30	Units 21-22	<b>Test 8 – Units 21-22</b>	<ul style="list-style-type: none"> <li>• Read Unit 23</li> <li>• MindTap Exercises Due April 12 at 11:59p</li> </ul>	4, 5 a, c
March 31	Unit 23	Medications for Cardiovascular System Disorders	<ul style="list-style-type: none"> <li>• Read Unit 24</li> <li>• MindTap Exercises Due April 12 at 11:59p</li> </ul>	4, 5 a, c
April 1	Unit 24	Medications for Respiratory System Disorders	<ul style="list-style-type: none"> <li>• Study for Test 9</li> <li>• MindTap Exercises Due April 12 at 11:59p</li> </ul>	4, 5 a, c
April 2	Units 23-24	MindTap Exercises	<ul style="list-style-type: none"> <li>• Study for Test 9</li> <li>• MindTap Exercises Due April 12 at 11:59p</li> </ul>	4, 5 a, c
April 6-9		SPRING BREAK		
April 13	Units 23-24	<b>Test 9 – Units 23-24</b>	<ul style="list-style-type: none"> <li>• Read Unit 25</li> <li>• MindTap Exercises Due April 16 at 11:59p</li> </ul>	4, 5 a, c

Date/Week	Unit/Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 14	Unit 25	Medications for Urinary System Disorders	<ul style="list-style-type: none"> <li>Read Unit 26</li> <li>MindTap Exercises Due April 16 at 11:59p</li> </ul>	4, 5 a, c
April 15	Unit 26	Medications for Endocrine System Disorders	<ul style="list-style-type: none"> <li>Study for Test 10</li> <li>MindTap Exercises Due April 16 at 11:59p</li> </ul>	4, 5 a, c
April 16	Units 25-26	MindTap Exercises	<ul style="list-style-type: none"> <li>Study for Test 10</li> <li>MindTap Exercises Due April 16 at 11:59p</li> </ul>	4, 5 a, c
April 20	Units 25-26	<b>Test 10 – Units 25-26</b>	<ul style="list-style-type: none"> <li>Read Unit 27</li> <li>MindTap Exercises Due April 27 at 11:59p</li> </ul>	4, 5 a, c
April 21	Unit 27	Medications for Nervous System Disorders	<ul style="list-style-type: none"> <li>Read Unit 28</li> <li>MindTap Exercises Due April 27 at 11:59p</li> </ul>	4, 5 a, c
April 22	Unit 27	MindTap Exercises	<ul style="list-style-type: none"> <li>Study for Test 10</li> <li>MindTap Exercises Due April 27 at 11:59p</li> </ul>	
April 23	Unit 28	Medications for Reproductive System Disorders  DRUG SHEETS 76-100 DUE	<ul style="list-style-type: none"> <li>Study for Test 10</li> <li>MindTap Exercises Due April 27 at 11:59p</li> <li>DRUG SHEETS 76-100 DUE</li> </ul>	4, 5 a, c
April 27	Units 27-28	MindTap Exercises	<ul style="list-style-type: none"> <li>Study for Test 10</li> <li>MindTap Exercises Due April 27 at 11:59p</li> </ul>	4, 5 a, c
April 28	Units 27-28	<b>Test 11 – Units 27-28</b>	<ul style="list-style-type: none"> <li>Study for Finals</li> <li>MindTap Exercises Due April 29 at 11:59p</li> </ul>	4, 5 a, c
April 29		Semester Ends		
April 30 & May 4	Units 1-28	FINAL EXAMS	All Mindtap exercises will be closed on May 4	1, 2, 3, 4, 5 a, b, c

**COMPETENCY AREAS:**

1. Introduction to Pharmacology
2. Drug Calculations
3. Sources and Forms of Medicine

4. Classifications of Medications
5. Medication Effects on the Body Systems

**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.