



**PNSG 2010 Intro to Pharmacology and Calculations
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 2/3000
Class Location: Gillis Building Room 748
Class Meets: Thursday 0900-1605
Course Reference Number (CRN): 40304

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Summer Moore BSN, RN
Office Location: Gillis Building Office 819
Office Hours: 0730-0830 & 1615-1730
Email Address: [Summer Moore \(smoore@southeasterntech.edu\)](mailto:smoore@southeasterntech.edu)
Phone: 912-538-3201
Fax Number: 912-538-3106
Tutoring Hours: Please schedule an appointment

SOUTHEASTERN TECHNICAL COLLEGE (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

1. Fundamentals of Nursing Care, 2nd edition, FA Davis by Burton & Ludwig
2. Understanding Medical Surgical Nursing, 5th edition, FA Davis by Williams & Hopper
3. Nurse's Pocket Guide, 14th edition, F.A.Davis by Doenges, Moorehouse, & Murr
4. Procedure Checklists for Fundamentals of Nursing. 3rd edition, F. A. Davis Wilkinson, Treas, Barnett, & Smith
5. Assessment Technologies Institute (ATI) Practical Nursing Pharmacology for Nursing Edition 7.0.

REQUIRED SUPPLIES & SOFTWARE

1. Ear phones
2. Calculator
3. Pencils with erasers

COURSE DESCRIPTION

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

MAJOR COURSE COMPETENCIES

1. Systems of Measurement
2. Medication Calculations
3. Resource Materials Usage
4. Fundamental Pharmacology
5. Client Education
6. Medication Administration (Simulated Clinical Environment)

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

Order	Systems of Measurement	Learning Domain	Level of Learning
1	Compare and Contrast methods of metric and household measurements.	Cognitive	Evaluation
2	Describe common units utilized in medications.	Cognitive	Comprehension
3	Differentiate the relationship between methods of measurement.	Cognitive	Analysis
Order	Medication Calculations	Learning Domain	Level of Learning
1	Perform computation of correct medication dosages.	Psychomotor	Guided Response
2	Perform calculations of I.V. fluid rate and intake.	Psychomotor	Guided Response
Order	Resource Materials Usage	Learning Domain	Level of Learning
1	Discuss reference sources for medications.	Cognitive	Comprehension
2	Research information on assigned medications.	Cognitive	Analysis
3	Identify the abbreviations associated with medication administration.	Cognitive	Knowledge
4	Interpret the information found in prescriptions and other medication labels.	Cognitive	Application
5	Interpret medication orders.	Cognitive	Application
Order	Fundamental Pharmacology	Learning Domain	Level of Learning
1	Explain medication origins and nomenclature.	Cognitive	Comprehension
2	Discuss commonly used over the counter pharmaceuticals including supplements.	Cognitive	Comprehension
3	Discuss actions, uses, contraindications, adverse reactions, dosages, routes, food and medication interactions, and implications for patient care of medications.	Cognitive	Comprehension
Order	Client Education	Learning Domain	Level of Learning
1	Integrate client education as it relates to various drug classifications and routes of medication administration.	Psychomotor	Complex Response
Order	Medication Administration (Simulated Clinical Environment)	Learning Domain	Level of Learning
1	Interpret the laws governing the use and misuse of medications.	Cognitive	Comprehension

2	Demonstrate correct administration of oral, parenteral and percutaneous medications.	Psychomotor	Guided Response
3	Recognize administration rights of patients.	Cognitive	Analysis
4	Consider administration rights of patients.	Affective	Valuing
5	Implement safety principles in medication administration.	Psychomotor	Mechanism
6	Integrate appropriate protocol for medication error reporting.	Cognitive	Synthesis
7	Demonstrate basic principles of intravenous therapy.	Psychomotor	Guided Response

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

- 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.

STUDENT REQUIREMENTS

Students are expected to complete all exams and daily assignments. **A unit exam average of 70% or above for the unit exams must be obtained in order to take the final exam.** A course grade of 70% must be obtained in order to advance into future nursing courses.

No assignment opportunities will be given for extra credit. Any unit test grade will be entered as is to the nearest 10th. No scores will be rounded (up or down). This rule applies to every grade issued during this semester. All final averages will be recorded as is (i.e. a 69.9 is a 69.9).

During an examination, students are required to place all textbooks and personal property on the floor in the front of the classroom. Students will be required to rotate seats prior to testing per instructions from the instructor. No talking is allowed once the exam begins. Once the exam begins, students will not be allowed to exit the classroom until the exam is completed. Students found with their cell phone or any other personal communication device during the exam will be considered cheating; which will result in a zero for the exam. All exams are timed with students receiving one minute to answer each examination question. An additional minute will be added per calculation exam question.

It is highly recommended that students take full advantage of the all resources available to them; workbooks, end of chapter review questions, NCLEX-PN review questions, and internet sources but, will be **REQUIRED** to complete **all ATI assignments** that correspond with covered chapters. **Any ATI assignments; these must be completed with a passing score; print out report and turn in prior to test.**

If these requirements are not met the student will not be allowed to take the exam. This will be counted as the 1 make-up exam unless the student has already missed a previous test and then it will be counted as a zero for the exam. The make-up exam is subject to a 10-point deduction if the student does not provide the instructor with an excused absence.

Students are subject to pop quizzes

STUDENT SUCCESS PLAN

The Student Success Plan documents deficiencies in performance and provides a means for improvement. A success plan should be initiated for the following reasons:

- If the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit

- exams or (2) a skill(s) performance deficiency.
- The faculty will initiate individual counseling session and complete the Student Success Plan.
- if the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency,
- The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.
- if the student exhibits behavior outside the expected:
 - codes of conduct outlined in professional codes of ethics, professional standards,
 - All procedures/requirements/policies outlined in program handbooks/documents,
 - STC Catalog and Handbook, and/or
 - Clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice and the Student Success Plan.

(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

- TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

Specific information about the Student Support services listed below can be found at [STC Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu) by clicking on the Student Affairs tab.

- Tutoring
- Technical Support
- Textbook Assistance
- Work-Study Programs
- Community Resources

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.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, 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" (Failing 0-59) in a course.

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. A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour.

For this class, which meets 4 days a week for 10 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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 also 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', 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 absence on an exam day, the instructor may require a physician's excuse before a student is allowed to take a make-up exam. A student will only be allowed to re-take one theory 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. If a student misses the final exam and has already used their ONE-time make-up, the student will NOT be allowed to make-up the final exam and be given a zero for the final exam.

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 Failin) 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 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

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 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

Assessment/Assignment	Percentage
Unit Exams	75%
Final Exams	25%

GRADING SCALE

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

Each student's final course grade will be determined as follows:

Unit exam grade x 0.75 = _____

Final exam grade x 0.25 = + _____

Numerical course grade = _____

PNSG 2010 Intro to Pharmacology and Calculations Spring Semester 2018

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 01/11/2018	CH 35 (Fundamental) CH 1 (ATI)	Introduction to class & Syllabus ATI Pharmacology Made Easy Rounding Rules & Conversion table 100 Drug problems from Med-Surg Book History of Pharmacology Pharmacokinetics Drug cycle Route of Administration Drug Resource for Information Doseage Calculation Research information on assigned medication	Memorize rounding rules and conversion table. Review notes from previous lecture. ATI Pharmacology Made Easy 3.0: Introduction to Pharmacology <i>Not the systems.</i> ATI: Dosage Calculations and Safe Medication Administration: Medication Administration	Course 1-6 Core A,B,C
Week 2 01/18/2018	CH 2 (ATI) CH 5 (ATI) Worksheet	Safe Medication Administration Geriatric & Pediatric Populations Error Reduction (common abbreviations for drug administration) Adverse Effects, Interactions, and Contraindication Interpret medication labels Interpret Medication orders Transcribing verbal orders All ATI skills modules with printed certificates need to be complete and turned in on test day or you will not be allowed to test!!	Review notes from previous lecture. ATI: Dosage Calculations and Safe Medication Administration: Oral Medications ATI: Dosage Calculations and Safe Medication Administration: Dosages by Weight ATI: Dosage Calculations and Safe Medication Administration: Pediatric Medications	Course 1-6 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 01/25/2018	CH 36 (Fundamental) Lab Check List	Exam # 1 House hold Measurements Doage Calculations (ATI & 100 drug problems from med-surg book) Admininstring Oral, Topical, and Mucosal Medications 155,157,163,173,171,161, 173,165,159,169,175, 267	Review notes from previous lecture. ATI: Dosage Calculations and Safe Medication Administration: Parenteral Medications ATI: Dosage Calculations and Safe Medication Administration: Injectable Medications Calculations and Safe Medication Administration: Safe Dosage	Course 1-6 Core A,B,C
Week 4 02/01/2018	CH 37 (Fundamentals) CH 38 (Fundamental) CH 4 (ATI)	Administering Intradermal, Subcutaneous, and Intramuscular Injections LAB 181,183,185,189,191,139,167,177,139 Peripheral Intravenous Therapy Intravenous Therapy Drip Rate Calulations mL/hr calulations LAB 137,145,147,151 All ATI skills modules with printed certificates need to be complete and turned in on test day or you will not be allowed to test!!	ATI Skills Modules: Medication Administration 1-4 ATI: Dosage Calculations and Safe Medication Administration: Critical Care Medications ATI: Dosage Calculations and Safe Medication Administration: Powdered Medications	Course 1-6 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 02/08/2018	CH 18 & 19 (Fundamental) CH 30,31,32 & 33 (ATI) CH 16 & 17 (ATI)	Exam # 2 Applying Heat and Cold Pain Management Medications for Pain & Inflammation PCA pump Medications Affecting Respiratory System	ATI: Pharmacology Made Easy 3.0:Pain & Inflammation. ATI: Pharmacology ATI: Pharmacology Made Easy 3.0: Respiratory System	Course 1-6 Core A,B,C
Week 6 02/15/2018	CH 18,19,20,21, 22,25 &26 (ATI)	Medications Affecting Cardiovascular System Medications Affecting Coagulation Medications Affecting Gastrointestinal System and Nutrition All ATI skills modules with printed certificates need to be complete and turned in on test day or you will not be allowed to test!!	ATI: Pharmacology Made Easy 3.0: Cardiovascular System ATI: Pharmacology Made Easy 3.0: Hematologic System ATI: Pharmacology Made Easy 3.0: Gastrointestinal System	Course 1-6 Core A,B,C
Week 7 02/22/2018	CH 6,7,8,9,10 & 11 (ATI) CH 37,38,39,40,41 & 42 (ATI)	Exam # 3 Medications Affecting the Nervous System Medications for Infections Immunizations CH 36 Self study Drug Calculation Exam 1 st attempt	ATI: Pharmacology Made Easy 3.0: Nerologic System Part 1 ATI: Pharmacology Made Easy 3.0: Nerologic System Part 2 ATI: Pharmacology Made Easy 3.0: Infection	Course 1-6 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8 03/01/2018	CH 34, 35, 27, 28 & 29 (ATI)	Medications Affecting Endocrine System Medication Affecting Reproductive System Medication Affecting Bone & Joints Drug Calculation Exam 2 nd attempt All ATI skills modules with printed certificates need to be complete and turned in on test day or you will not be allowed to test!!	ATI: Pharmacology Made Easy 3.0: Endocrine System ATI: Pharmacology Made Easy 3.0: Reproductive & Genitourinary System ATI: Pharmacology Made Easy 3.0: Musculoskeletal System	Course 1-6 Core A,B,C
Week 9 03/08/2018		Exam 4 ATI Learning System: Pharmacology A ATI Learning System: Pharmacology B Drug Calculation Exam 3 rd attempt ATI: pharmacology practice assessment A & B with printed certificates need to be complete and turned in on test day or you will not be allowed to take final!!	Complete ATI: Pharmacology Practice Assessment A & B. Study for final exam.	Course 1-6 Core A,B,C
Week 10 03/15/2018		Final Exam		

COMPETENCY AREAS

1. Systems of Measurement
2. Medication Calculations
3. Resource Materials Usage
4. Fundamental Pharmacology
5. Client Education
6. Medication Administration(Simulated Clinical Environment)

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.

DISCLAIMER STATEMENTS

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus will be given to the student during face to face class time the first day of the semester. The syllabus

displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.