



**TENTATIVE—SUBJECT TO CHANGE**

**MAST 1030 PHARMACOLOGY IN THE MEDICAL OFFICE  
HYBRID COURSE SYLLABUS  
Spring Semester 2021 (202114)**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3000

Campus/Class Location: Swainsboro Campus, Building 8, Room 8166

Class Meets: 60% online 40% Face-to-Face (F2F) Tuesday 10:35 a.m. to 12:50 p.m.

Course Reference Number (CRN): 40315

Preferred Method of Contact: Email

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kimberly Brown, CMA(AAMA), CCS-P, CPPM

Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus Room 8168

Office Hours: by appointment only

Phone: (478) 289-2243

Fax Number: (478) 289-2336

Tutoring Hours (if applicable): By appointment only

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

**REQUIRED TEXT**

[Principles of Pharmacology for Medical Assisting](#): 6th edition – Rice – Cengage Publishing

MindTap Access through Cengage Unlimited available through Blackboard links

International Standard Book Number (ISBN): 978-1-305-11086-1

**REQUIRED SUPPLIES & SOFTWARE**

MindTap Access through Cengage Unlimited

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online

course.

**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)**

MAST 1080, MAST 1100, MAT 1120

## **COURSE OUTLINE**

### **Introductory Pharmacology**

1. Demonstrate the use of common reference sources in pharmacology (i.e. 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 (allergens, anti-infectives, antifungals, antimalarials, anti-tuberculosis, antivirals, anti-neoplastics, 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.

### **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **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 0. 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 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” in a course.

## **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% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

All assignments in this course are available via Blackboard and Cengage MindTap. You will have approximately 1 (one) week to complete assignments. The only time you might need to make up an assignment is if you have computer issues. In this case you need to make sure you email your instructor immediately and let her know what the issue is so that she can make arrangements for you to make it up. Only 1 (one) test may reset per course per student. The main thing is to communicate with your instructor, she cannot help you if you do not let her know you are having a problem.

## **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:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@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">Lanie Jonas</a> <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

Assessment/Assignment	Percentage
Tests	55%
Drug Sheets	10%
MindTap	10%
Discussion Boards	5%
Proctored Event: Final Exam	20%

### GRADING SCALE

Letter Grade	Range
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 2021 Lesson Plan

Weeks will begin on Tuesday and end on Monday of the following week. Graded assignments are available during the designated week for you to complete by the due dates are in **bold and are highlighted**. All assignments for each week will be due on each MONDAY by 11:59p for this course. DO NOT wait until the last hour to begin completing your work. Technology issues will not be addressed if you wait to begin the assignments. Please make every attempt to complete your work during normal working hours to prevent delays in responses to your potential technology issues.

Date/Week	Unit/Lesson	Content	Assignments & Tests Due Dates	Competency Area
01/11		SEMESTER BEGINS First day of class: Introduction to course, syllabi, etc.	Read Units 7 and 8 MindTap Exercises Units 7 and 8	
<b>Online Week 1</b> 01/12 to 01/18	Unit 7 Unit 8	Unit 7: Drugs Sources, Schedules, and Dosages Unit 8: Forms of Drugs and How they Act  <b>Bolded and highlighted assignments available 01/12/21 at 8:00 a.m. to 01/18/2021 at 11:59 p.m.</b>	<b>MindTap Exercises Units 7 and 8</b>  <b>Test 1 Units 7 and 8</b>	1 a, c
<b>In Class (F2F)</b> 01/12	Unit 7 Unit 8	First day of class: Introduction to course, syllabi, etc. Discussion/Lecture	Read Units 9 and 10	
<b>Online Week 2</b> 01/19 to 01/25	Unit 9 Unit 10	Unit 9: The Medication Order Unit 10: Medication Administration Essentials  <b>Bolded and highlighted assignments available 01/19/21 at 8:00 a.m. to 01/25/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 9 and 10</b>  <b>Test 2 Units 9 and 10</b>  <b>Discussion Board #1</b>	1 a, c
<b>In Class (F2F)</b> 01/19	Unit 9 Unit 10	Discussion Lecture	Read Units 11 and 14	
<b>Online Week 3</b> 01/26 to 02/01	Unit 11 Unit 14	Unit 11: Administration of Nonparenteral Medications Unit 14: Allergy: An Overview  <b>Bolded and highlighted assignments available 01/26/21 at 8:00 a.m. to 02/01/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 11 and 14</b>  <b>Test 3 Units 11 and 14</b>  <b>Drug Sheets 1-10</b>	1 a, c
<b>In Class (F2F)</b> 01/26	Unit 11 Unit 14	Discussion/Lecture	Read Units 12 & 13	

Date/Week	Unit/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Online Week 4</b> 02/02 to 02/08	Unit 12 Unit 13	Unit 12: Parenteral Equipment and Supplies Unit 13: Administration of Parenteral Medications  <b>Bolded and highlighted assignments available 02/02/21 at 8:00 a.m. to 02/08/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 12 and 13</b>  <b>Test 4 Units 12 and 13</b>  <b>Discussion Board #2</b>	1 a, c
<b>In Class (F2F)</b> 02/02	Unit 12 Unit 14	Discussion/Lecture	Read Units 1 and 2 Read Units 3 and 4	
<b>Online Week 5</b> 02/09 to 02/15	Unit 1 Unit 2	Unit 1: Numerals & Fractions Unit 2: Decimal Fractions Unit 3: Ratio & Proportion Unit 4: The Metric System  <b>Bolded and highlighted assignments available 02/09/21 at 8:00 a.m. to 02/15/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 1 through 4</b>	1, 3 a, c
<b>In Class (F2F)</b> 02/09	Unit 1 Unit 2 Unit 3 Unit 4	Discussion/Lecture	Read Units 5 and 6	
<b>Online Week 6</b> 02/16 to 02/22	Unit 5 Unit 6	Unit 5: Calculating Adult Dosages: Oral & Parenteral Forms  Unit 6: Calculating Children's Dosages  <b>Bolded and highlighted assignments available 02/16/21 at 8:00 a.m. to 02/22/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 5 and 6</b>  <b>Drug Sheets 11-20</b>	1, 3 a, c
<b>In Class (F2F)</b> 02/16	Unit 5 Unit 6	Discussion/Lecture	Practice Drug Calculations	
<b>Online Week 7</b> 02/23 to 03/01	Unit 5 Unit 6	Drug Calculation Practice Test 1-3  <b>Bolded and highlighted assignments available 02/23/21 at 8:00 a.m. to 03/01/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 5 and 6</b>  <b>Drug Calculation</b>  <b>Practice Tests 1-3</b>	2 a, b, c
<b>In Class (F2F)</b> 02/23	Unit 5 Unit 6	Discussion/Lecture Review Drug Calculations Practice Tests	Practice Drug Calculations	

Date/Week	Unit/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Online Week 8</b> 03/02 to 03/08	Units 1-6	Drug Calculation Practice Tests 4-5  <b>Bolded and highlighted assignments available 03/02/21 at 8:00 a.m. to 03/08/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 1 through 6 Due 03/08 at 11:59 p.m.</b>  <b>Drug Calculation Practice Tests 4 and 5</b>	2 a, b, c
<b>In Class (F2F)</b> 03/02	Units 1-6	Review Drug Calculation Practice Tests Drug Calculation Test 1-3	Read Units 15 and 16	
<b>Online Week 9</b> 03/09 to 03/15	Unit 15 Unit 16	Unit 15: Antibiotic Agents Unit 16: Antifungal, Antiviral, & Immunizing Agents  <b>Bolded and highlighted assignments available 03/09/21 at 8:00 a.m. to 03/15/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 15 and 16</b>  <b>Test 5 Units 15 and 16</b>  <b>Drug Sheets 21-30</b>	4, 5 a, c
<b>In Class (F2F)</b> 03/09	Unit 15 Unit 16	Discussion/Lecture	Read Units 17 and 18	
<b>Online Week 10</b> 03/16 to 03/22	Unit 17 Unit 18	Unit 17: Antineoplastic Agents Unit 18: Vitamins, Minerals, & Herbals  <b>Bolded and highlighted assignments available 03/16/21 at 8:00 a.m. to 03/22/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 17 and 18</b>  <b>Test 6 Units 17 and 18</b>  <b>Discussion Board #3</b>	4, 5 a, c
<b>In Class (F2F)</b> 03/16	Unit 17 Unit 18	Discussion/Lecture	Read Units 19 and 20	
<b>Online Week 11</b> 03/23 to 03/29	Unit 19 Unit 20	Unit 19: Psychotropic Agents Unit 20: Substance Abuse  <b>Bolded and highlighted assignments available 03/23/21 at 8:00 a.m. to 03/29/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 19 and 20</b>  <b>Test 7 Units 19 and 20</b>	4, 5 a, c
<b>In Class (F2F)</b> 03/23	Unit 19 Unit 20	Discussion/Lecture	Read Units 21 and 22	
<b>Online Week 12</b> 03/30 to 04/07	Unit 21 Unit 22	Unit 21: Medications for Musculoskeletal System Disorders Unit 22: Medications for Gastrointestinal System Disorders  <b>Bolded and highlighted assignments available 03/30/21 at 8:00 a.m. to 04/07/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 21 and 22</b>  <b>Test 8 Units 21 and 22</b>  <b>Discussion Board #4</b>  <b>Drug Sheets 31-40</b>	4, 5 a, c
<b>In Class (F2F)</b> 03/30	Unit 21 Unit 22	Discussion/Lecture	Read Units 23 and 24	
04/05 to 04/06		SPRING BREAK		

Date/Week	Unit/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Online Week 13</b> 04/06 to 04/12	Unit 23 Unit 24	Unit 23: Medications for Cardiovascular System Disorders Unit 24: Medications for Respiratory System Disorders  <b>Bolded and highlighted assignments available 04/06/21 at 8:00 a.m. to 04/12/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 23 and 24</b>  <b>Test 9 Units 23 and 24</b>	4, 5 a, c
<b>In Class (F2F)</b> 04/06	Unit 23 Unit 24	Discussion/Lecture	Read Units 25 and 26	
<b>Online Week 14</b> 04/13 to 04/19	Unit 25 Unit 26	Unit 25: Medications for Urinary System Disorders Unit 26: Medications for Endocrine System Disorders  <b>Bolded and highlighted assignments available 04/13/21 at 8:00 a.m. to 04/19/21 at 11:59 pm</b>	<b>MindTap Exercises Units 25 and 26</b>  <b>Test 10 Units 25 and 26</b>  <b>Discussion Board #5</b>	4, 5 a, c
<b>In Class (F2F)</b> 04/13	Unit 25 Unit 26	Discussion/Lecture	Read Units 27 and 28	
<b>Online Week 15</b> 04/20 to 04/26	Unit 27 Unit 28	Unit 27: Medications for Nervous System Disorders Unit 28: Medications for Reproductive System Disorders  <b>Bolded and highlighted assignments available 04/20/21 at 8:00 a.m. to 04/26/21 at 11:59 p.m.</b>	<b>MindTap Exercises Units 27 and 28</b>  <b>Drug Sheets 41-50</b>  <b>Test 11 Units 27 and 28</b>	4, 5 a, c
<b>In Class (F2F)</b> 04/20	Unit 27 Unit 28	Discussion/Lecture	<b>Study for Final</b>	4,5 a, c
Proctored Event: FINAL 04/28 to 05/03		<b>Bolded and highlighted assignment available 04/28/2021 at 8:00 a.m. to 05/03/2021 at 5:00 p.m.</b>	<b>Proctored Event: FINAL EXAM</b>	

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

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.

## Rubric Detail

Criteria	Levels of Achievement		
	Novice	Competent	Proficient
<b>Posts</b> <b>Weight 25.00%</b>	<b>0.00 %</b> No post from student.	<b>50.00 %</b> One post from student	<b>100.00 %</b> Well thought out post from student.
<b>Replies</b> <b>Weight 25.00%</b>	<b>0.00 %</b> does not reply to any student posts	<b>50.00 %</b> replies to other students post without original post Reply to at least one student post	<b>100.00 %</b> replies to at least 3 student posts
<b>Length</b> <b>Weight 25.00%</b>	<b>0.00 %</b> original post less than 20 words Replies less than 10 words	<b>50.00 %</b> original post at least 25 words Replies at least 10 words	<b>100.00 %</b> Original post at least 50 words Replies at least 25 words
<b>Grammar/Spelling</b> <b>Weight 25.00%</b>	<b>0.00 %</b> Several grammatical errors and misspellings. Difficult to read or comprehend.	<b>50.00 %</b> few grammatical and spelling errors	<b>100.00 %</b> grammatical and spelling errors do not exist