

# Course Syllabus

**NOTE:** This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

**Department :** Nursing -Vocational

**Course Title :** Clinical Calculations Made Easy: Solving Problems Using Dimensional Analysis-5<sup>th</sup> Edition

**Section Name :** VNSG\_1327\_L9

**Start Date :** 08/26/2013

**End Date :** 12/12/2013

**Modality :** WEB-ENHANCED

**Credits :** 3

## Instructor Information

**Name :** Ann McCalister

**OC Email :** amccalister@odessa.edu

**OC Phone # :** 432-335-6393

## Course Description

VNSG 1327 Essentials of Medication Administration (51.1613)

(2-4) 3 hours

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. The student will demonstrate accurate dosage calculation; discuss the principles of safe medication administration; and identify the elements of accurate documentation of medication administration. Math proficiency is determined by examination.

## Prerequisites/Corequisites

Prerequisites: Program Admission

Corequisites: VNSG 1502, VNSG 1260, VNSG 1500, VNSG 1505

## Scans

1, 2, 3, 4, 5, 6, 9, 10, 11

## Course Objectives

The Odessa College School of Vocational Nursing, Monahans Center, prepares individuals to provide safe, intelligent, compassionate care to persons of need in the community. Upon graduation the Vocational Nurse will have demonstrated competency in the following *Essential Competencies*.

- ☐ Define and interpret the symbols and vocabulary of basic mathematics.
- ☐ Create fractions from whole numbers.
- ☐ Insert leading zeros and eliminate trailing zeros.
- ☐ Convert Arabic and Roman numerals.
- ☐ Calculate sums, products, and multiples of numbers.
- ☐ Identify factors and multipliers.
- ☐ Calculate squares and square roots.
- ☐ Interpret and calculate values of bases and exponents
- ☐ Use mental arithmetic to calculate powers of base 10'
- ☐ Multiply and divide whole numbers and decimal numbers with powers of 10 by moving decimal Places.
- ☐ Distinguish decimal fractions from other fractions.
- ☐ Read and write decimal numbers.
- ☐ Round whole numbers and decimal numbers.
- ☐ Add, subtract, multiply, cancel, divide, and reduce simple, mixed, and improper fractions.

- ☐ Find lowest common denominators for fractions'
- ☐ Compare fraction size by creating equivalent fractions'
- ☐ Convert fractions, decimal numbers, and percents.
- ☐ Solve basic equations with fractions, decimal fractions, and whole numbers
- ☐ Estimate and evaluate answers.
- ☐ Calculate unit values.
- ☐ Examine a problem to identify the desired units for the answer
- ☐ Examine a problem to identify the units on hand that need to be converted'
- ☐ Select and orient appropriate conversion formulas.
- ☐ Analyze the dimensional analysis (DA) setup to determine whether it will yield the desired answer units.
- ☐ Estimate answers.
- ☐ Solve basic arithmetic and simple metric medication equations using DA and units and number cancellation.
- ☐ Evaluate answers.

After studying, "Measurement Units and Conversions for Medications", "Patient Records, Medication Orders, and Labels", "Solid and Liquid Oral Dose Calculations," the student vocational nurse will:

- ☐ Memorize the units of metric measurement used in medication orders.
- ☐ State equivalent values of weight (mass) and volume used in metric.
- ☐ Distinguish milligram, milliliter, and milliequivalent.
- ☐ Define the uses of the term Unit related to measurements and medications.
- ☐ Calculate basic metric oral medication problems using mental arithmetic and decimal placement.
- ☐ Verify metric conversions using dimensional analysis-
- ☐ Use approved abbreviations for metric units.
- ☐ Distinguish metric, household, and apothecary measurements'
- ☐ Interpret medication orders and labels.
- ☐ Identify abbreviations that cannot be used for handwritten medical records.
- ☐ Identify abbreviations that can lead to medications errors
- ☐ Identify forms of medications.
- ☐ Read and write time using the 24-hour clock.
- ☐ Describe the data from the order and label that must be entered in all medication and calculations.
- ☐ Describe medication-related nurse action that may lead to medication errors
- ☐ Identify patients' rights.
- ☐ Estimate, calculate, and evaluate a variety of solid and liquid medication doses
- ☐ Calculate dosages for liquid medications to the nearest tenth of a milliliter.
- ☐ Measure oral liquids in a calibrated measuring cup.
- ☐ Measure syringe volumes in 3-and S-mL, syringes.
- ☐ Calculate and evaluate safe dose ranges (SDR) for medication doses.
- ☐ After studying, "Syringe Measurements" and "Reconstitution of Powders and Liquids" "the student nurse will be able to:
- ☐ State the total volume capacity for various syringes.
- ☐ Differentiate the calibrations for various syringe sizes per milliliter'
- ☐ State the lowest and nearest measureable dose for syringes.
- ☐ Select the appropriate syringe size for stated volumes-
- ☐ Draw a vertical line through an accurate dose on a syringe-
- ☐ Select the appropriate syringe for selected purposes.
- ☐ Identify safety principles related to syringes and needles.
- ☐ Define needle gauge and three criteria for needle selection. After studying "Injectable Medication Calculations" and , "Basic Intravenous Calculations" ,the student nurse will be able to:
- ☐ Distinguish routes of drugs for reconstitution.
- ☐ Interpret directions for dilution of reconstituted medications.
- ☐ Select the appropriate concentration to prepare for the ordered dose.
- ☐ Calculate doses for reconstituted medications using DA equations.
- ☐ Measure the appropriate close using a medicine cup and a syringe.

- ☐ Identify appropriate notation on reconstituted notation medication labels.
- ☐ Interpret directions for safe storage of reconstituted medications.
- ☐ Calculate ratio dilutions for partial-strength solutions.
- ☐ Calculate and measure intradermal, subcutaneous, and intramuscular doses.
- ☐ Calculate and combine doses for two medications to be mixed in one syringe to nearest measurable dose.
- ☐ Identify safety hazards of injectable medications.
- ☐ Interpret basic Intravenous (IV) solution orders for peripheral infusion.
- ☐ Identify contents of commonly ordered IV fluids.
- ☐ Identify average flow rates for adults who are NPO and the general rationale for variations.
- ☐ Estimate, calculate, and verify flow rates for intermittent and continuous IV solutions on gravity and electronic devices.
- ☐ Calculate grams of dextrose and sodium in IV fluids.
- ☐ Estimate and calculate the duration of flow for IV solutions in hours and minutes.
- ☐ Identify patient safety assessments related to IV solution therapy
- ☐ Interpret basic Intravenous (IV) solution orders for peripheral infusion.
- ☐ Identify contents of commonly ordered IV fluids.
- ☐ Identify average flow rates for adults who are NPO and the general rationale for variations.
- ☐ Estimate, calculate, and verify flow rates for intermittent and continuous IV solutions on gravity and electronic devices.
- ☐ Calculate grams of dextrose and sodium in IV fluids.
- ☐ Estimate and calculate the duration of flow for IV solutions in hours and minutes.
- ☐ Identify patient safety assessments related to IV solution therapy.
- ☐ Calculate infusion flow rates for the following units of measurement mg/ mL, Mcg/min, mcg/mL., mcg/hr, mg/hr, mcg/min, mcg/kg, mcg/kg/hr, mcg/kg/min, mg/ kg/ hr, mg/ kg/ min, and mEq/ hr.
- ☐ Confirm IV medication orders with safe dose range (SDR) criteria.
- ☐ Calculate schedules for manual IV direct push medications.
- ☐ Calculate the parameters of flow rates for titrated IV infusions.
- ☐ State the difference between central venous lines and peripheral venous lines.
- ☐ Calculate the calorie in selected IV solutions.
- ☐ State the general purpose and contents of hyperalimentation (TPN) formulas.
- ☐ Identify patient safety issues for the administration of IV medications.

After studying, "Antidiabetic Agents" and " Anticoagulant Agents" ,  
the student nurse will be able to:

- ☐ Identify risks of look-alike generic oral antidiabetic products,
  - ☐ Contrast the various insulin products by onset of action.
  - ☐ Calculate and titrate subcutaneous and IV insulin dosages based on blood glucose levels.
  - ☐ Evaluate blood glucose levels for prescribed insulin administration.
  - ☐ Select the appropriate syringe and measure syringe doses for subcutaneous insulin administration.
  - ☐ Identify the most common adverse effect of insulin therapy.
  - ☐ define hypoglycemia and hyperglycemia.
  - ☐ Identify causes of, risks of, and nutrients needed for hypoglycemia.
  - ☐ Identify critical patient safety issues related to antidiabetic medications and blood glucose levels.
  - ☐ Differentiate oral and parenteral anticoagulant agents and related tests.
  - ☐ Calculate doses for oral and parenteral anticoagulant agents.
  - ☐ Evaluate and titrate anticoagulant doses based upon relevant laboratory tests.
  - ☐ Identify antidotes for anticoagulant therapy.
  - ☐ Identify critical patient safety issues related to anticoagulant therapy.
- After studying, "Pediatric Medication Calculations", the student nurse will be able to: Distinguish the milligram (mg), microgram (mcg), gram (g), and square meter (m<sup>2</sup>) units of measurement.
- ☐ Evaluate orders for minimum and maximum pediatric SDR doses.

- ☐ Calculate pediatric weight-based doses for oral and parenteral routes.
- ☐ Calculate pediatric doses based on body surface area.
- ☐ Calculate flow rates for IV volume-control devices.
- ☐ Initiate measures to prevent medication errors for pediatric patients

The student's competencies in these roles are evaluated by: Testing, discussion; care planning; clinical demonstration.

### **Required Readings/Materials**

You must purchase the following **required** reading/ materials:

1. Fundamental Of Nursing Care: Concepts, Connections & Skills; Marti A. Burton, and Linda J. Mary Ludwig, 2011
2. Introductory Medical-Surgical Nursing, 10<sup>th</sup> Edition; Timby, Barbara K. and Smith, Nancy E.; Wolters Kluwer Health: Lippincott Williams & Wilkins, 2010.
3. Roach's Introductory Clinical Pharmacology, 9<sup>th</sup> Edition; Ford, Susan M, and Roach Sally, S.; Wolters Kluwer Health: Lippincott Williams & Wilkins, 2010

### **Description of Institutional Core Objectives (ICO's)**

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB).

### **Odessa College's Institutional Core Objectives (ICOs):**

- 1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

- 2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## **Odessa College Policies**

### **Academic Policies**

Note that the OC Student Handbook states (page 32) that “in cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *Student Rights &*

*Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

### **Scholastic Dishonesty**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

#### **"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another

person in preparing written work for fulfillment of course requirements.

### **Special Populations/Disability Services/Learning Assistance**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at [www.odessa.edu/dept/counseling/disabilities.htm](http://www.odessa.edu/dept/counseling/disabilities.htm). The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433.

### **Dropping a Course or Withdrawing from College**

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."**

### **Learning Resource Center (LRC; Library)**

The Library, known as the Learning Resources Center, provides research assistance via the

LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

### **Student Success Center (SCC)**

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit [www.odessa.edu/dept/ssc/](http://www.odessa.edu/dept/ssc/)

### **Student E-mail**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.**

### **Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

#### *Reasonable Expectations of Engagement for Instructors*

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;

- respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
    - provide clear information about grading policies and assignment requirements in the course syllabus, and
    - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
  3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
    - return classroom activities and homework within one week of the due date and
    - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

*Reasonable Expectations of Engagement for Students*

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,



- attend class regularly to keep up with assignments and announcements.

## Fall 2013 (8/26/13-12/14/13)

NOTE: College business offices are closed from Wed., Nov 27 through Sun., Dec 1.

### FALL & SPRING BUSINESS HOURS :

Wrangler Express Center: M-Th: 7:30 am-7 pm; Fri: 7:30 am-5 pm; Sat: 9 am-noon

Other offices: M-Th: 8 am-5:30 pm; Fri: 8 am-1 pm

### SUMMER BUSINESS HOURS

Wrangler Express Center: (beginning May 20) M-Th: 7:30 am-7 pm; Fri: 8 am-5 pm: Closed Saturdays

(beginning Aug 3, Wrangler Express will also be open 9 am-noon on Saturdays)

Other offices: May 20-Aug 17 (M-Th: 7:30 am-5:30 pm; closed Fridays)

### Registration:

On the Web (5 am to Midnight, 7 days

week)..... Apr 15-Aug 25

In Person (See Business Hours

Above)..... Apr 15-Aug 23

FOR TUITION AND FEE SCHEDULES & PAYMENT INFORMATION, PLEASE CHECK ONLINE AT [www.odessa.edu](http://www.odessa.edu)

### Classes

Begin.....

.....Aug 26 (Mon)

Late Registration & Schedule Changes (Add/Drop):

On the Web (5 am to Midnight, 7 days a

week).....Aug 26-27 (Mon-Tues)

In Person (See Business Hours

Above)..... Aug 26-27 (Mon-Tues)

Holiday (Labor Day – Offices closed except for Wrangler Express – No

Classes)..... Sep 2 (Mon)

### Census

Day.....

..... Sep 11 (Wed)

Last Day to Drop or Withdraw with a “W” (1st eight week

courses).....Oct 4 (Fri)

First Eight Weeks

End.....Oct

18 (Fri)

Second Eight Weeks

Begin.....Oct 21

(Mon)

Deadline for Fall Degree

Application.....Nov 1 (Fri)

Last Day to Drop or Withdraw with a “W” (full semester length

courses).....Nov 12 (Tues)

Last Day to Drop or Withdraw with a “W” (2nd eight week

courses).....Nov 26 (Tues)

Student Evaluation of Instruction Survey Available Online.....

..... Nov 18-22 (Mon-Fri)

Thanksgiving Holiday (begins 9 pm Tues, Nov

26).....Nov 27-30 (Thurs-Sat)

Last Class

Day.....

.....Dec 7 (Sat)

Final

Exams.....

Dec 9-12 (Mon-Thurs)

End of

Semester.....

.....Dec 12 (Thurs)

Fall

Graduation.....

..... Dec 14 (Sat)

College Offices

Closed..... Dec 21-Jan 5

(Sat-Sun)

## **Course Requirements (Lectures, Assignments and Assessments)**

Acceptance of Late Assignments:

Projects or outside assignments are due at the beginning of class on the assigned due date.

Missing assignments will not be accepted. Missing an Exam: Exams are defined as formally scheduled examinations covering a major portion of the course content and make up a 70 percent of the overall grade for a course. Every effort should be made by the student to be present for all exams. If it is necessary for you to miss an exam, the instructor must be notified and the exam must be taken on the next class day the student is present. 10 points will be taken off of the grade as a penalty for taking the examination late. The instructor has the option to give the same exam or to make up another examination over the same content. If the exam is not made up within the first class day an additional 10 points will be taken off for each day the exam is not taken (including Saturday and Sunday).

Quizzes: Daily work will include quizzes. If the student misses a quiz due to being absent, the student will not have the option to make-up the quiz. Zeros will be recorded and averaged in the final grade.

## **Disclaimer**

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

## **Original Effort**

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

## **Digital Protocol**

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the Computer lab (105) and LRC (301-303 ); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to

maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx)**.

### **Attendance policy**

Students are expected to attend class regularly. Attendance will be recorded using a “sign-in” sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this can be count as an absence.

### **AVID**

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

### **Grading Policy**

1. A minimum grade of C is required in all nursing and allied health courses. Each component within a course must be completed with a C or above or the student will receive a failing grade.  
A student who fails to attain 75% on a unit examination must provide documentation of remediation by an approved tutor or student mentor. Arrangements must be made in conjunction with an instructor in the program.
2. A minimum grade of C must be maintained in the clinical area. This grade will be derived from the averages on nursing care plans, case studies, and all other written clinical assignments.  
Written work will be factored into the clinical nursing grade which is either 'Pass' or 'Fail.'
3. Any grade below 75% will be considered failing.
4. A report of grades will be distributed to each student at the completion of each semester.
5. A minimum grade of 90% is required on the math competency examination which is administered each semester. The student will have 3 opportunities to pass this examination.  
student who does not successfully pass the examination on the first and second attempts will be required to show evidence of remediation with either an instructor or a student who has attained 95% or above on the examination. A student who is unable to pass the competency examination on the third opportunity will be dismissed from the program.

### Grading Scale:

A = 90 to 100 B = 80 to 89 C = 75 to 79 D= 60 to 74 F = Below 60

### Overview of assignments

Grading criteria are consistent throughout the nursing program. The following method of evaluation will be used in assigning course grades:

Tests and Quizzes.....	70%
Daily Work .....	10%
Final Exam exams.....	20%

### Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

### Communication Plan

The best way to communicate with the course instructor is via email through Blackboard. Also, check in Blackboard regularly for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with the instructor may also be scheduled.

### General Course Requirements

- Attend class and participate.
- Contribute and cooperate with civility.
- **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

**Week 1: 8/26-8/30/13**

- Introductory Clinical Pharmacology-Ford/Roach – Chapter 1 and 2

**Week 2: 9/3 -9/6/13**

- Introductory Clinical Pharmacology-Ford/Roach – Chapter 1 and 2
- **Quiz 1 and Quiz 2**

**Week 3: 9/9 -9/13/13**

- Introductory Clinical Pharmacology-Ford/Roach – Chapter 4 and 5

**Week 4: 9/16 – 9/20/13**

- Introductory Clinical Pharmacology-Ford/Roach – Chapter 4 and 5
- Quiz 3 and Quiz 4

**Week 5: 9/23 – 9/27/13**

- Introductory Clinical Pharmacology-Ford/Roach – Chapter 3

**Week 6: 9/30 – 10/4/13**

- Addition, Subtraction of Decimals
- Multiplication and Division of Decimals
- Common Fraction Equations
- Quiz 5

**Week 7: 10/7 – 10/11/13**

- Hypodermic Syringe Measurement
- Reading Parenteral Medication Labels
- Measuring Insulin Dosages

**Week 8: 10/14 – 10/18/13**

- Metric and International System
- Abbreviations

**Week 9: 10/21 – 10/25/13**

- Conversion Factors

**Week 10: 10/28 – 11/1/13**

- Conversion Factors
- Exam # 1

**Week 11: 11/4 – 11/8/13**

- Dimensional Analysis

**Week 12: 11/11 – 11/15/13**

- Dimensional Analysis
- Exam # 2

**Week 13: 11/18 – 11/22/13**

- IV Flow Rate
- Calculating IV Infusion
- **Medication Competency # 1-\* Need to make a 90 or above. Only have 3 chances**

**Week 14: 11/25 – 11/29/13**

- Exam # 4
- **Medication Competency # 2-\* Need to make a 90 or above.(If needed)**
- Review

**Week 15: 12/2 – 12/6/13**

- **12/3/13- Medication Competency #3 \* Need to make a 90 or above. (If needed)**
- **12/4/13- Final Exam**