FRESNO CITY COLLEGE

MA2 Pharmacology Spring 2016

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| **Course** | **MA2 -34976** | **Office:** | No Office |
| **18 weeks** | 01/11 - 05/20/2016 | **Phone:** | 559-244-2643 |
| **Instructor:** | Ms C.E Mollo | [constance.mollo@fresnocitycollege.edu](mailto:constance.mollo@fresnocitycollege.edu) | |
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[**http://blackboard.fresnocitycollege.edu**](http://blackboard.fresnocitycollege.edu)

**Assistance with Blackboard (not Web Advisor) is provided 24/7 by calling 1-866-401-7784.**

**ALL STUDENTS MUST HAVE AN FCC EMAIL.**

**Information is located on the Blackboard start page under the Login section and on the FCC home web page.**

1. Blackboard start page: Click on “student e-mail” and follow prompts to set up account.
2. FCC homepage: click on “Getting Started” then select “returning student from the drop down menu. Under step 1 click on link to activate student e-mail (<http://www.fresnocitycollege.edu/studentemail>)

**Be sure that you have an active student e-mail; This is the ONLY METHOD the instructor will use to communicate with students in the class.**

**Advisory:** Eligibility for ENGL 125 and 126 or ESL 67 and MATH recommended.

**Course Objectives:** The student will be able to: Demonstrate conversion between household measures, metric measures, and apothecary measures; Compare and contrast oral and parenteral routes of drug administration; Demonstrate calculation of adult and child dosages by the proportional or formula method; Define the Controlled Substances Schedule; Discuss the legal and ethical considerations for the administration of drugs; Prepare and administer injection medications to a training mannequin or injection pad via the subcutaneous, intramuscular, and intradermal routes.

**Catalog Description:** Mathematical concepts needed to calculate a patient’s medication dosage correctly combined with a detailed explanation of topics essential to understanding drug sources, legislation relating to drugs, drug reference, and classification, actions, and administration.

**MA2 Pharmacology Student Learning Outcomes**

1. Calculate medication dosages for all routes of administration.

2. Apply the seven rights of patients in the safe administration of medication.

3. Identify mechanism of action of medications and their major adverse effects.

**Textbook:**

**You will need to purchase or rent your books at the Fresno City College bookstore**

**or other sources. Electronic versions as long as they are the second edition may also be use. A copy of the textbook is on reserve at the FCC library.**

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| **Author**:  Jahangir Moini | **Focus On Pharmacology, Essentials for Health Professionals**  **Second Edition:** Publisher: Pearson Prentice Hall |

**Course Requirements:**

You are about to embark on an exciting learning journey.

Students taking this course **must** have **reliable** access to the Internet and be computer literate. Computer literacy for this class means that a user may be required to know the following:

* How to gain access and log onto the Internet.
* A computer with Internet that you have regular access for 4 - 8 hours a week, sound capability, and meets all the minimum requirements to:
  + Send and receive documents/attachments,
* Log in to the class a minimum of three times a week. Ideally, the student should access the class once a day. (Attendance will be checked).
* Students must be self-disciplined and self-directed to access class material and seek the instructor when help is needed.

**TO SUCCEED IN THIS CLASS:**

* Read the textbook,
* Read, Outline, and Take notes of the Textbook chapters and/or lectures,
* Complete all online quizzes and/or exams, Post to the Discussion Board,
* Complete all Assignments. (Late assignments may be accepted at reduced grade)

Participate in online discussions - Class participation is essential for developing a

working knowledge of health and pharmacological issues.

* Contact the instructor when needing assistance.
* When submitting documents: MS Word; and or PDF files are the only text files instructor will accept. NO HANDWRITTEN and scanned documents will be accepted. NO assignments to be e-mailed to instructor unless instructed to do so.



**STUDENT ENROLLMENT:**

**If you wish to receive credit for this class, it is your responsibility to verify that you are enrolled in the class.**

**To Verify that You are enrolled in the class:**

**\*\* Sign into the class and complete the first assignment by midnight Wednesday Jan 13, 2016**

**Failure to complete initial assignment could result in being dropped from the class.**

**Late registrants complete assignment 1 as soon as access to blackboard has been done.**

**FCC Drop Schedule and Important Semester Dates**

**Proper Drop of the Class without jeopardy of enrollment status is the responsibility of the student. Check current FCC Schedule of Courses**

03/11/2016 Last day for student / faculty to drop an 18 week class in person and not receive a W.

**HOLIDAYS AND BREAKS :**

1. January 18, 2016 Martin Luther King Day
2. February 12 – 15 President Day
3. Spring Break 03/21 – 03/25

**FINAL Week May 16 – 20 No instruction that week**

**STUDENT INITIATED DROPS:**

**If you wish to drop this course, it is your responsibility to do so through the college.** The student has the **ultimate responsibility** for dropping the course.

**INSTRUCTOR INITIATED DROPS:**

Students **may** be dropped for not showing up (logging in), or for excessive absence, or if their performance is considered substandard:

* **No Show:** If a student never shows up virtually (by completing the “login requirement” stated in detail above under the heading “Student Enrollment”), the student **will** be dropped as a “no show.” **First week of class**
* **Excessive absences:** Students who do not login into the class for two weeks back-to-back **will** be dropped prior to the census date of the class to avoid a “W” on their transcripts.
* **Substandard performance:** Students with substandard performance (more than two weeks behind the recommended schedule) **will** be dropped prior to Mar 11, 2016

**LOGIN REQUIREMENT:**

You are required to login to class at a minimum of 3 times a week. Logging into class entails logging into Blackboard and then clicking on the link to enter the course.

**REINSTATEMENT:**

Reinstatement must be made by formal petition and is the responsibility of the student.

**disabilities:**

If you have a verified need for an academic accommodation or materials in alternate media (for example: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact the DSP&S department. It is located on FCC campus in the Student Services building. The student must meet with a counselor to be evaluated. Contact your class instructor as soon as possible. Bring your evaluation form from the DSP&S counselor. NOTE this evaluation and documentation is due at the beginning of the semester.

**GRADING:**

Chapter quizzes 15%

Discussion/Participation 25%

Assignments 25%

Exams Midterm, Final 35%

 **The following grading scale will be used:**

90% – 100% A

80% – 89.9% B

70% – 79.9% C

60% – 69.9% D

0 - 59.9%............... F

**blackboard quizzes:**

* + - There are two types of exams/quizzes for you to take on Blackboard:
  + Lecture exams –(midterm and final) material covered in textbook, lecture and discussion boards.
  + Textbook quizzes – material covered in the textbook usually on a weekly basis.

**Discussion participation:**

* + - Postings in the “Official Class Discussions” discussion are graded
    - The discussions are designed to engender community and combat the feeling that you are all alone in this class.
    - Grading of the discussion postings focuses on participation, professional and **proper English** **grammar** and the use of **proper spelling**. No text-messaging language or street-slang, and no abbreviations are to be used on discussion postings. Courtesy and etiquette to one another is essential.
    - You can earn up to 5 points for each class discussion:
  + 5 points – respond intelligently to my post (question) and two other student posts – Response must consist of full statements. “Yes, I agree with...”, does not qualify as a proper or sufficient reply to a posting. You must refer to the contents of the chapter. Where indicated you will not need to respond to other classmates in the forum. Read discussion questions and directions carefully.
  + 2-3 points – respond intelligently to my post and one other student or no other student’s post – contents of the chapter need to be included in all the postings.
  + 1 point – responded but did not address or adequately answer the question or topic.
  + 0 points for plagiarism of the text or on-line sources or no response at all.
    - There may be more than one "official class discussion" every week.
    - Due dates are listed in the assignment section of the course. Usually the due date is the following Monday at 8 AMt unless otherwise stated. Late assignments may be given minus points. NOTE Discussion Board topics will not be accepted past the due date.
    - Discussions will be graded on a regular basis *(It may be three or four discussions all at once).*

**ASSIGNMENTS:**

* Details about the Assignments will be given in blackboard well in advance of due date.
* A basic math sheet and several dosage calculation worksheets will be assigned during the semester. NOTE: There may be weekly dosage problems given after the completion of chapter 7 and a final dosage calculation sheet will be part of the final for the course. Tutorials will be available in the “Content area of the course.
* Typed assignments: **Complete Two (2) Drug Cards** – Refer to directions as listed and Drug Card Template. (Found in “Contents” section of course)
* A practicum paper on parenteral injections (Directions for paper will be found in “Content” area of the course.
* Late assignments will be accepted however full credit may not be given.
* Assignments that are not professional with proper English grammar will receive a “0” grade..  **Correct spelling is necessary. Points will not be given for incorrect spelling. Always use Spell check.**

**Always** **use proper English in Discussion Board postings. No abbreviations are to be used – Do not use Text messaging “language” or abbreviations.**

**midterm:**

* The midterm will be available online midway through the semester. It will consist of random questions drawn from all of the textbook chapters covered up to that point in the course.

**final**

* The Final exam will be online during Final’s week. It will consist of 100 random

questions from all the assigned chapters in the textbook.

Thestudent may access his/her **Final Grade** via WebAdvisor at end of the semester.

**due dates:**

* The student is responsible for all the Due Dates in the course.
* The Discussions Board; Assignments; Tests and Quizzes are opened in Blackboard by 0800 on Monday and are due by Monday 0800 of the following week or as assigned in Assignment section of the course.
* **Late assignments and exams/quizzes** will be penalized with minus points.
* You need to pace yourself through this course. You should adhere to the *recommended* schedule detailed in the syllabus. If you are inactive for two or more weeks, you **may** be dropped.

**Other Policies:**

* + - The instructor reserves the right to change the schedule, the number of assignments, and any other information related to the course or scheduling – on this syllabus or otherwise. This is to enhance the learning process. Changes will be announced online - Always check the “Announcements” and “Assignments” sections of your Blackboard class.
    - For efficiency, there may be times when your work and/or grades will be seen or checked by other persons.
    - You are expected to conduct yourself with the highest moral and ethical behavior. Any cheating, plagiarism, or offensive behavior will be dealt with according to campus policy and may include expulsion (see College Catalog for details of campus policy). The college regards cheating as a serious offense. More than intelligence, more than beauty, more than money, more than anything else in the world - Honesty, Integrity, and Ethics are the most Valuable Qualities an individual can have. Employers seek employees with high integrity values.

Class Schedule

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| **Week** | **Moini Textbook** | **Assignments** | **Due** |
| Week 1  Jan 11 - 18 | Chapter 1 | 1 Check into class per syllabus  2. “Get Acquainted” Discussion Board assignment.  3.Chapter 1 Discussion Board. | 1. Check in by Wednesday “Jan 13th midnight 2. Assignments 2,3 due following Monday 01/18 @ 8 AM.   NEW ASSIGNMENTS ARE OPEN ON MONDAYS AND ARE DUE THE FOLLOWING MONDAY @ 0800 UNLESS OTHERWISE DIRECTED. SEE ASSIGNMENT SECTION OF COURSE.  DB = Discussion Board |
| Week 2  (01/18) | Chapter 2,3 | Discussion | See Above |
| Week 3  (02/01) | Chapter 4,5 | 1. Quiz for chap1,2,3 on BB  2. See DB topic. | See Above |
| Week 4  (02/08) | Chapters 6,7 | 1 Basic Math sheet  2. DB | See Above |
| Week 5  (02/15) | Chapter 8 | 1 Quiz 4,6,7  2 Discussion | See Above |
| Week 6  (02/22) | Chapter 9 | 1. Dosage sheet \*  2 Discussion | \*Dosage sheet is not an optional assignment. It must be completed and submitted on due date. |
| Week 7  Week 7 cont (02/29) | Chapter 10,11 | 1 Quiz 8,9  2 DB 10 ,11  3. Dosage by weight | See Above |
| Week 8  ( 03/07)  Oct 05, 2015) | Chapters 12,13 | 1.Quiz 10,11  2 Discussion | See Above |
| Week 9  (03/14)) | **MID-TERM** | **Exam** | **Chap 1 – 13 midterm completed by Monday Mar 21 @ 8AM (0800)** |
| Week 10  (03/21) | Chapters 14, 15, 16 | 1. Discussion board No Quiz  2. Review documents for parenteral injection paper.  3. Dosage calc. | See Above for due date |
|  | **Spring Break** | 03/21 – 03/25 |  |
| Week 11  (03/28) | Chapters 17, 18 | 1 Quiz Chaps 14,15,16  2. DB  3. Dosage calc | Due following Monday at 0800 (8AM) |
| Week 12  (04/04) | Chapters 19,21 skip 20 | 1. Quiz 17,18  2 DB  3. Dosage calc | Med/Drug Cards **Due Week 14** |
| Week 13  (04/11) | Chapters 22, 23 | 1 Quiz 19,21  2 DB  3. Dosage calc | Following Monday 0800 |
| Week 14  (04/18) | Chapters 24,25 | 1. 2 med drug cards due; follow template in content area of course.  2. Quiz 22,23  3. DB  4. Dosage calc | Drug card assignment = 2 cards Both to be submitted at same time.  Due following Monday at 0800. |
| Week 15  (04/25) | Chapters 27, 28 | 1 Quiz 24,25  2. DB  3. Dosage calc. | Parenteral injection paper due next week |
| Week 16  (05/02) | Chapters 26, 29 | 1. Quiz 27,28  2. DB  3. Parenteral Injection paper  4. Dosage calc. | See Above. |
| Week 17  (05/09) | Review and catch up week | 1.Quiz 26, 29  2. DB  3. Dosage calc | All assignments due by Monday 0800 |
| Week 18  (05/16) | **Final Exam** | **Final Dosage Calculations.** | **Must be completed by 05/20 @ NOON\*\*\*NO EXCEPTIONS\*\*\*** |

**NOTE \*\*\*\*\*Due date of Final**

**Weekly checklist:**

*You should complete this checklist every week. Print this page and post it next to your computer and/or refrigerator. It is easy to procrastinate and get behind in an online class. Posting this page next to your computer and/or refrigerator will help keep you on track!*

* I read and outlined the Chapters and/or Lectures for this week.
* I read the textbook chapter(s) & took notes for this week.
* I posted at least two times to this week’s “official class Discussion”
* I did this week’s assignment.
* I took the exam/quiz covering this week’s textbook chapter(s).