

**Nashville State Community College
Business &, Applied Arts Division
Healthcare Management**

Syllabus

Course Title: Pharmacology HCMT 2330

Credits: 3

Class Hours: 3

Course description: An introduction to generic and product names of a variety of medications, drug classifications, and general therapeutic applications. Topics include history of drugs, the drug approval process, applicable prescription and over-the-counter drugs for every body system.

Prerequisite: BIOL 2010 with a grade of "C" or higher and Corequisite: BIOL 2020 and HCMT 2400. (A grade of "C" or higher required if taken as a prerequisite)

A grade of "C" or better is required for all HCMT courses in order to progress in the program

Instructor Information:

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Office Location: C237H

Office Hours:

Monday: 8:30AM-1PM

Tuesday: 8:30AM-1PM

Wednesday: 8AM-9AM and 11AM-1PM

Thursday: 8:30AM-1PM

Friday: 8AM-9AM

Textbook and Other Materials:

Textbook: Essentials of Pharmacology for Health Professions by Ruth Woodrow and Bruce Colbert, 8th edition, Cengage ISBN# 978-1-3373-9589-2

Any drug reference book can be used but MUST include trade names, generic names, pronunciation of drugs, uses, side effects, and patient education

Reference Materials: None

Supplies: None

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting D2L/NSOnline shell for the course. If you are registered with the

Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741 or accesscenter@nscc.edu

Course Outcomes:

Upon successful completion of this course, students should be able to:

- Identify trade and generic names of commonly utilized medications.
- Classify commonly utilized medications.
- Determine the differences between legend medications and "over the counter" medications.
- Interpret medication orders utilizing standard notations and abbreviations.
- Identify basic indications for the use of commonly utilized medications.
- Define and apply specific pharmacology terminology.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- **Given a listing of drugs student will be able to identify the drugs as generic or trade name drugs**
- **Given a listing of generic and trade name drugs and associated classifications student will be able to accurately match the listed drug with the drug classification it belongs to**
- **Given a listing of drugs student will be able to identify the listed drug as a legend or over-the-counter medication**
- **Given multiple medication orders utilizing standard notations and abbreviations student will be able to accurately interpret the medication orders**
- **Given a listing of common abbreviations used in pharmacology student will be able to accurately interpret the abbreviations**
- **Given a listing of medications student will be able to identify the basic indication why the medication is utilized**
- **Given a listing of drugs student will be able to identify research sites and drug references to obtain information about the trade and generic name of the drug, drug classification, purpose, side effects, routes of administration, and any applicable patient education related to the drug being researched**
- **Students will be able to define schedules of controlled substances and differentiate between C-I to C-V schedules**
- **Given a listing of government agency responsibilities student will be able to differentiate responsibilities of the FDA and the DEA**
- **Given a listing of pharmacology terms indicating drug actions student will be able to define each term**
- **Student will be able to list and define all drug forms**
- **Student will be able to explain advantages and disadvantages of each drug form**
- **Student will be able to compare and contrast the three systems of measurement**
- **Student will be able to identify the procedures to follow in an event of a poisoning**

- **Student will be able to list recommendations for patient education to help prevent poisoning**

The following are general education competencies intended to support the course outcomes:

- Know how to locate, evaluate, and use information resources
- Use critical thinking skills
- Write clear, well-organized documents

Topics to Be Covered:

- Consumer safety and drug regulations
- Drug names and references
- Sources and bodily effects of drugs
- Medication preparations and supplies
- Abbreviations and systems of measurement
- Poison Control
- Vitamins, minerals, and herbs
- Skin medications
- Autonomic nervous system drugs
- Antineoplastic drugs
- Urinary system drugs
- Anti-Infective drugs
- Eye and ear medications
- Analgesics, sedatives, and hypnotics
- Psychotropic medications
- Musculoskeletal and anti-inflammatory drugs
- Anticonvulsants, antiparkinsonian drugs, and agents for Alzheimers
- Endocrine system drugs
- Reproductive system drugs
- Cardiovascular drugs
- Respiratory system drugs and antihistamines
- Drugs and older adults

Grading Policy

Homework (22) End of chapter assignments that are multiple choice or short answer	638 points
Drug Homework (12) See drug rubric below	180 points
Quizzes (4) Quiz #1 taken off campus (non proctored) ; Quizzes #2,3,4 taken	424 points

on campus (proctored)	
Tests (4) Test #1 taken on campus (proctored); Test #2,3,4 taken off campus (non proctored)	904 points
Final Exam Taken off campus (non proctored)	156 points

GRADING RUBRIC FOR DRUG CARDS

Generic Name listed correctly	1 point
Trade Name listed correctly	1 point
Classification listed is included in chapter. Classification is correctly identified for drug chosen.	2 points
Indication/Purpose clearly identified (Why do you need to take the drug)?	2 points
Side Effects of the drug listed. (NOTE: Some drugs have MANY side effects. You do not need to include all of the side effects. Major side effects only can be included).	2 points
Route of administration listed	1 point
Patient Education listed (If you were prescribed the drug what would you want and need to know about the drug).	2 points
Grammar and spelling correct throughout the "card". Follows directions for drug card completion listed in the weekly assignments.	2 points
Drug chosen relates to the chapter (EXAMPLE: Chapter 12 relates to Skin medications. Cannot chose a drug that does not relate to treating disorders of the skin)	2 points
TOTAL POINTS	15

Grading Scale:

Grading Scale	Points
A (90-100%)	2071-2302
B (80-89%)	1841-2070
C (70-79%)	1611-1840

D (65-69%)	1610-1496
F (64% or below)	1495 and below

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Late Work Policy & make-up procedures for missed assignments and work:

- There are specific due dates set for homework assignments and exams. Homework due dates and test/quiz dates will be strictly adhered to and will not be extended. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment.
- NO MAKE UP TESTS OR QUIZZES WILL BE GIVEN. A grade of "zero" will be assigned for any test/quiz that has not been taken.

Attendance Policy

Attendance in this course is critical to success. There are specific due dates set for homework assignments and exams. **Homework due dates and test/quiz dates will be strictly adhered to and will not be extended. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment.** Online attendance is measured by submission of assignments and completing tests and quizzes. If a student does not submit their assignments or fails to take a quiz or test they will be considered absent (non participating). Simply logging in to the classroom does not count as attending. Students must actively participate (submit assignments as well as quizzes and tests) in the course to be considered attending.

In cases where student absences are the result of emergency circumstances (e.g. death in the family, a student’s serious injury or incapacitating illness), for which the students are unable to make immediate contact with faculty, the students are unable to make immediate contact with faculty, the student may contact the Dean for Students Services Office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verify the

emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements. (Student Handbook)

If you decide to drop this class, please check the printed semester schedule or the NSCC website for the last day to withdraw and receive a "W". The drop date will also be noted on the semester calendar for this course. You must complete an add/drop form or drop using MYNSCC before this date in order to receive a "W" rather than an "F".

Methods of Instruction

Homework (Chapters 1 through 26)

Homework for Chapters 1 through 26 can be found by clicking "Evaluations - Quizzes" on the Navigation Bar on the top of the course page. There is also a link on the content page by week. You will submit your homework within NS Online. A link will be included on the content page by week. There may be times that the link provided in the content by week MAY NOT work. If that is the case you can still access the homework by clicking on the "Evaluations- Quiz" link at the top of the page on the navigation bar. Homework must be submitted to the instructor by the due date. Please do not wait until the last day to turn in homework because last minute computer problems could prevent you from getting the assignment in on time. Computer problems are not considered an excuse for late homework. **LATE HOMEWORK WILL NOT BE ACCEPTED AND WILL RECEIVE ZERO POINTS.**

Drug Homework (Chapters 11 through 26)

Drug homework will be submitted through the Assignment Dropbox section within NS Online. You can also access the drug homework by week from the Content page. Homework must be submitted to the instructor by the due date. **LATE HOMEWORK WILL NOT BE ACCEPTED. A GRADE OF "ZERO" WILL BE ASSIGNED. INCOMPLETE DRUG HOMEWORK WILL ALSO NOT BE ACCEPTED AND WILL RECEIVE ZERO POINTS.** If submitted homework is submitted as a "cut and paste" from a drug reference the assignment will receive Zero points.

Tests

There are 4 tests. The 1st test over Chapters 1-10 is a proctored test and will need to be taken at the Testing Center at Nashville State Community College or a designated testing center approved by the instructor. . **Proctored testing requires that you come on campus to take your tests.** The Testing Center staff have the passwords and will input for you so that you can access your tests. If you are coming to the Main Campus, you will need to come to the Testing Center which is located in the Student Services Building. Testing Center policies require that you have a photo ID to take a test in the testing center. You should allow at least 1 hour to complete a test. The Testing Center on the Main Campus is open from 8:00 AM until 7:30 PM Monday through Thursday and 8:00AM until 4:30PM on Friday. The Testing Center is open on Saturdays from 9:00AM until 2:00PM as well. You must be in the Testing Center at least 1 hour before closing time or you will not be allowed to take the test. No children under 12 years of age will be allowed in the Testing Center while their parent is taking a test. **PLEASE NOTE: When taking a test at the Testing Center you will need to give them your course number (HCMT 2330), instructor name (Alvarado), and specific test number that you are taking for the course (Test#1 for Chapters 1-10).** If you are taking this course at a distance and cannot

come to the Nashville State Testing Center, it will be your responsibility to make arrangements for a proctored exam. Contact your instructor to discuss the matter.

IF YOU ARE TAKING YOUR TESTS AT AN NSCC TESTING CENTER OTHER THAN THE MAIN CAMPUS PLEASE CHECK THE TESTING CENTER HOURS AT THAT PARTICULAR CENTER AS THEY DIFFER FROM THE MAIN CAMPUS TESTING CENTER HOURS.

Test #2 (chapters 11-14), Test #3 (chapters 15-18), and Test #4 (chapters 19-22) are timed, open book tests. These tests can be taken off campus as they are non proctored. You are not required to take these 3 tests in the testing center.

Quizzes

There are 4 quizzes composed of matching or fill in the blank. The quizzes will be taken through NSOnline. These quizzes are CLOSED BOOK, NO NOTE quizzes. The quizzes are timed and will be taken from within NS Online. The first quiz (Quiz #1) on abbreviations is taken off campus and the next three (3) drug quizzes (Quizzes #2,3,4) are proctored and taken at the Testing Center at Nashville State Community College or a designated testing center approved by the instructor. Proctored testing requires that you come on campus to take your tests or quizzes. These tests/quizzes will be given online and are password protected. The Testing Center staff have the passwords and will input for you so that you can access your tests. If you are coming to the Main Campus, you will need to come to the Testing Center which is located in the Student Services Building. Testing Center policies require that you have a photo ID to take a test in the testing center. You should allow at least 1 hour to complete a test. The Testing Center on the Main Campus is open from 8:00 AM until 7:30 PM Monday through Thursday and 8:00AM until 4:30PM on Friday. The Testing Center is open on Saturdays from 9:00AM until 2:00PM as well. **SATURDAY TESTING HOURS ARE BY APPOINTMENT ONLY.** You must be in the Testing Center at least 1 hour before closing time or you will not be allowed to take the test. No children under 12 years of age will be allowed in the Testing Center while their parent is taking a test. **PLEASE NOTE: When taking a test at the Testing Center you will need to give them your course number (HCM 2330), instructor name (Alvarado), and specific test number that you are taking for the course (Test#1 for Chapters 1 through 10; Quiz #2 for drugs in Chapters 12 through 16; Quiz #3 for drugs in Chapters 17 through 21; Quiz #4 for drugs in Chapters 22 through 26).** If you are taking this course at a distance and cannot come to the Nashville State Testing Center, it will be your responsibility to make arrangements for a proctored exam. Contact your instructor to discuss the matter.

WARNING: When taking online tests and quizzes please be aware that the course software has a tracking feature that allows the Instructor to determine if you referred to course content material online while taking the test. Tests and quizzes are set by the instructor so they can't be printed. You are expected to adhere to the Honor Policy described below. You will need to read and sign an honor statement.

FINAL EXAM

The Final exam is a comprehensive, timed, open book non proctored test that can be taken off campus. Students are required to take the Final. Students that have 2071 points or more going into the Final will be exempt from taking the Final.

TESTS AND MAKE UP POLICY

NO MAKE UP TESTS OR QUIZZES WILL BE GIVEN. A grade of "zero" will be assigned for any test/quiz that has not been taken. Please check your weekly assignments and semester calendar to check dates that are the last acceptable dates for completing the tests and quizzes. **ALL DUE DATES ARE LISTED ON THE COURSE OUTLINE.** It is recommended that you print the course outline and semester calendar and keep a copy with your text materials.

D2L Brightspace/NSOnline and MyNSCC Email

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. The Nashville State Student Code of Conduct policy is available at https://s3.amazonaws.com/nsc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or

prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Misconduct (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct.

https://s3.amazonaws.com/nscc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf

“Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. *Please note that Early Warning Alerts do not affect a student’s academic standing.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at

<https://getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Inclement Weather Policy

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations.

When classes are cancelled, an online assignment will be posted in NS Online. Check NS Online for a message from your instructor regarding your online assignment requirements.

Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the NSOnline/D2L course, e-mailing through NSOnline/D2L, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NSOnline/D2L to complete classwork and the assignment that will be posted in the course D2L site.