Edison State Community College
Practical Nursing Program

NUR 102S
Pharmacology of Practical Nursing

2026 FS

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SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
NUR 102S PHARMACOLOGY OF PRACTICAL NURSING
2 CREDIT HOURS

Course	Total Credits	Didactic	Combined Lab and Clinical Hours	Lab	Clinical
NUR102S	2 (25 Course Clock Hours)	2 (25 Theory Clock Hours)	0 (0 Course Clock Hours)	0 (0 Lab Clock Hours)	0 (0 Clinical Clock Hours)

COURSE DESCRIPTION
Introduces the study of drug classifications, their mechanisms of action, and side effects. Content also includes dosage calculations, legal aspects of drug administration, preparation and administration of drugs, and associated nursing care and implications. Prerequisite or Co-requisite: BIO 140S, BIO 124S, and NUR 100S with a grade of "C" of better. Department acceptance into the nursing program is required.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
2	1. Discuss legal, ethical and cultural responsibilities in relation to medication administration.	1
1	2. Describe the psychological aspects of medication administration.	2
2	3. Discuss the nurse's role in medication administration including teaching, supervision and delegation.	4
2	4. Discuss the safety guidelines for medications administration.	2
2	5. Identify necessary drug information and evidence-based practices using a variety of information sources.	5
2	6. Discuss drug action and uses, safe dosages, side effects, and nursing implications of drugs.	2
3	7. Calculate drug dosages for adult clients.	2
1	8. Describe special aspects of drug therapy for the elderly, infants, and young children.	2

1	9. Describe how to record medication administration using various health information systems.	5
2	10. Discuss substance abuse.	3

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison State. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Pharmacological Principles
2. Medications Affecting the Nervous System
3. Medications Affecting the Respiratory System
4. Medications Affecting the Cardiovascular System
5. Medications Affecting the Hematologic System
6. Medications Affecting the Gastrointestinal System and Nutrition
7. Medications Affecting the Reproductive System
8. Medications for Joint and Bone Conditions
9. Medications for Pain and Inflammation
10. Medications Affecting the Endocrine System
11. Medications Affecting the Immune System
12. Medications for Infection
13. Complementary and Alternative Medications

SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
2 CREDIT HOURS

Program Student Learning Outcomes (PSLO) and Course Student Learning Outcomes (CSLO)

PSLO 1 Practice as a healthcare team member within the scope of practice established by the Nurse Practice Act.	
CSLO 1	▪ Discuss legal, ethical and cultural responsibilities in relation to medication administration.
PSLO 2 Apply clinical judgment in providing safe, holistic care to diverse populations.	
CSLO 2	▪ Describe the psychological aspects of medication administration.
CSLO 4	▪ Discuss the safety guidelines for medications administration.
CSLO 6	▪ Discuss drug action and uses, safe dosages, side effects, and nursing implications of drugs.
CSLO 7	▪ Calculate drug dosages for adult clients.
CSLO 8	▪ Describe special aspects of drug therapy for the elderly, infants, and young children.
PSLO 3 Demonstrate the latest research findings and evidence-based guidelines for practical nursing situations.	
CSLO 10	▪ Discuss substance abuse.
PSLO 4 Utilize effective communication and teamwork skills to collaborate with other healthcare professionals.	
CSLO 3	▪ Discuss the nurse's role in medication administration including teaching, supervision and delegation.
PSLO 5 Evaluate the effectiveness of technology in improving client safety and outcomes.	
CSLO 5	▪ Identify necessary drug information and evidence-based practices using a variety of information sources.
CLSO 9	▪ Describe how to record medication administration using various health information systems.

FACULTY CONTACT INFORMATION

Mr. Scott Zimmerman, RN, BS, MS, BSN
Bachelor of Science in Nursing from the University of Cincinnati, 2007
Instructor of Nursing
450 Washington Jackson Rd. Suite E
Eaton, OH 45320
Call/Fax 937.778.7953
szimmerman@edisonohio.edu

POLICIES AND PROCEDURES

All policies and procedures outlined in the **Edison State Community College (ESCC) Student Handbook**, the **ESCC Practical Nursing Student Handbook**, and those specific to **NUR 102S** apply to this course. Students are responsible for being familiar with and adhering to all applicable policies.

ATI, ACKNOWLEDGMENTS, AND DOCUMENTATION REQUIREMENTS

Any student who has not Purchased the ATI product, completed the Acknowledgments and Attestations, or submitted all required documentation by **Friday of Week 2** will be required to sign a withdrawal form. Failure to complete these requirements by **Monday of Week 3** will result in the student being **officially dropped from the course**.

ATTENDANCE AND COURSE EXPECTATIONS

Students are expected to meet all classroom outcomes and to actively participate in their learning. Course activities are sequenced; absences may jeopardize a student's ability to meet course outcomes. Attendance and punctuality are critically important. Excessive absences or tardiness may result in dismissal from the Nursing Program.

ASSIGNMENTS, SUBMISSION AND COMMUNICATION

Students are responsible for knowing all assignment due dates and times, grading criteria, and submission instructions as outlined in the **Assignments and Submissions** section of the syllabus. Questions or requests for clarification must be directed to faculty **prior to the assignment deadline.**

All assignments, including ATI assignments, must be completed and submitted exactly as instructed to be eligible for credit. ATI assignments require the designated minimum score to earn points. Detailed instructions for completing and submitting ATI assignments are provided in the Assignments and Submissions section of the syllabus. **Late submissions or assignments** not completed according to instructions **will not receive credit, and partial credit will not be awarded**. **Mandatory assignments must still be submitted, regardless of point eligibility**.

Students must ensure that all assignments are **fully and successfully uploaded** to the appropriate Dropbox in accordance with course requirements and verify that corresponding grades are accurately reflected in **Blackboard and ATI**. Technology issues are not an acceptable excuse for late or incomplete submissions.

All requests related to assignment or activity deadlines, including extensions, make-up work, or clarification, must be submitted via the student's **official ESCC email account.** Per ESCC policy, messages sent from personal email accounts will **not** be accepted or responded to. Students are responsible for maintaining access to their ESCC email throughout the semester.

TESTING POLICIES AND ACCOMMODATIONS

All unit exams, quizzes, and the final exam must be completed as scheduled. Changes to the testing schedule are permitted only in narrowly defined circumstances.

Students unable to attend a scheduled exam or quiz due to emergency must notify faculty **prior to class**. Failure to do so will result in a **20% score reduction** prior to grading.

Make-up exams must be completed as soon as possible and are scheduled solely at faculty discretion, based on faculty availability. Make-up exams may include alternative question formats. Students requesting testing accommodations must submit their **Self-Identification letter** no later than the **Thursday prior to a scheduled exam**.

Noncompliance with the **Testing Policy**, as outlined later in the syllabus, may result in a **20% score reduction** prior to grading.

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registration-records, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.

ACADEMIC DISHONESTY AND PLAGIARISM

The faculty abides by the college policy on academic dishonesty and plagiarism as outlined in the ESCC student handbook.

SYLLABUS CHANGES

Changes in assignments, topics, order of lecture or lab presentation, test dates, evaluation methods, clinical requirements, and other course related changes may occur at the decision of the faculty. Changes of this nature will be announced to the class and posted as an addendum on Blackboard. It is the student's responsibility to check their Edison student e-mail and the Blackboard Announcement area for updates/notices.

FACULTY COMMUNICATION AND RESPONSE TIME

Blackboard (BB) Announcements and ESCC email must be checked daily (preferably several times a day). Important college information is sent to students via ESCC email. The instructor regularly post reminders, course updates/information, and clarifications on BB Announcements. Students who email with questions that were addressed in BB Announcements may not be answered.

All correspondence between instructors and students will be conducted via Edison State Email and should include both instructors if it is course related. Course message tools in Blackboard will not be used. Students may expect a response from faculty **within 24-48 hours Monday through Friday**.

Faculty are **not obligated**, nor should they be expected, to answer any student's email **between 5 PM – 9 AM Monday through Friday or on weekends**. Students should plan ahead and review assignments in advance to avoid having questions in the evening or on a weekend.

Faculty may wait until class to answer non-emergent and non-private questions from students.

WEATHER CONDITIONS AND TRAVEL

The student must decide, based upon local weather and travel conditions, whether it is safe for travel to campus. The student must contact the instructors if he/she will be absent or late due to weather conditions. Students who own a smartphone are encouraged to download the free **Code Red** mobile app.ESCC delivers campus-wide safety and security alerts, including campus delays or closings, through the Code Red safety app.

If campus is on a **delay due to weather** conditions, class will begin as soon as campus is reopened.

SUPPORT SERVICES PROVIDED BY THE COLLEGE

ACCOMMODATIONS / ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- *Identify the right academic major to set you on your desired career path.*
- *Identify the courses you'll need to accomplish your academic goals.*
- *Help you develop a student plan tailored to your lifestyle and work schedule. Prepare you to navigate your first semester at Edison State.*

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

STUDENT WELLNESS

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

Support Services Available

Edison State has built a network of health professionals to support students. With these partnerships, students who need support in areas such as:

- *Recovery and counseling referral*
- *Housing*
- *Food*
- *Physical well-being*

Information and Education

We also provide information and education on the topics of:

- *Alcohol and drug abuse and prevention*
- *Sexual assault prevention and awareness*
- *Building healthy relationships*
- *Inclusion and belonging*
- *Survivor support*
- *Self-care*
- *Anti-hazing*

Getting Help
If you are struggling and need to speak with someone in person, please reach out to the Dean of Student Affairs, at 937-778-7895, Room 160 (stop at the front desk).

Emergency Resources
If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

BOOKSTORE SERVICES

The Edison State Bookstore at https://edisonohio.ecampus.com/ is here for all your educational supplies including textbooks, access codes, technology, and more!

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provide career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center have computers and printers available for your use.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, but we also have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/. Libguides and short instructional videos are available to help you use these resources and can be found at: https://libguides.edisonohio.edu/. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have a website, a chatbot named Tess, and live phone calls to a licensed mental health counselor available. More information can be found on the Edison State website.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the instructor should be the first point of contact. For Log-in or other technology issues, there are several steps you can follow if you have issues logging in to Blackboard or Microsoft Office 365.

During business hours:

1. *Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.*
2. *Reach out for help during regular business hours (Monday-Thursday, 9 AM - 5 PM or Friday 9 AM - 4 PM)*
   a. *email to support@edisonohio.edu*
   b. *call 937-778-8600 and ask for IT Help Desk*

After hours:

1. *Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts · Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".*
2. *Call 937-778-7957 and talk to the off-campus Blackboard company to get help .*

USE OF AI (ARTIFICIAL INTELLIGENCE)

You must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- *Brainstorming and refining your ideas*
- *Drafting an outline to organize your thoughts*
- *Checking grammar and style*

The use of AI tools is not permitted in this course for the following activities:

- *Writing a draft of an assignment*
- *Writing entire sentences, paragraphs, or papers to complete class assignments*

To stay in compliance with college policies on academic honesty, your use of AI tools must be properly documented and cited. Any assignment that is found to have used generative AI in unauthorized ways will be reported as academic misconduct. If in doubt about permitted usage, please ask for clarification.

TITLE IX STATEMENT

Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

STUDENT RESOURCE CENTER AND PANTRY

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our centers in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and talk to someone in room 160 in Piqua.

If the event is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

ACADEMIC ALERTS AND STUDENT ADVISING

Students whose overall course average falls below **78%** will receive an Academic Alert. Students are strongly encouraged to meet with their NUR 100S advisor and/or the nursing tutor to review study strategies, test-taking skills, and other factors that may be affecting academic progress.

NURSING TUTOR

The nursing tutor, **Scott Zimmerman**, is available **by appointment only**. Students in need of tutoring support should contact Mr. Zimmerman directly to schedule an appointment at **szimmerman@edisonohio.edu**

The nursing tutor, **Kerry Dowling**, is available **by appointment only**. Students in need of tutoring support should contact Ms. Dowling directly to schedule an appointment at **kdowling@edisonohio.edu**

COURSE WITHDRAWAL

Students considering withdrawal from the course must meet with an academic advisor (a NUR 100S faculty member) to review the withdrawal process, discuss available options, and obtain a signed withdrawal form. It is the student's responsibility to follow the academic calendar for the semester and to be aware of the **Last Day to Withdraw** as published on the ESCC website Calendar to receive a "W" on their transcript.

A meeting with the academic advisor must be scheduled **no later than the Thursday prior to the last withdrawal date** (Monday of Week 11) to ensure adequate faculty availability

REQUIRED COURSE RESOURCES

1. *ATI Nursing Education (2025). ISBN 13: 8780000190797*
2. *Saunders Comprehensive Review for the NCLEX-PN Examination (w/ Evolve Resources for Saunders Comprehensive Review for the NCLEX-PN Examination) (2024). ISBN 13: 9780443112874*

ATI

ATI is a comprehensive and adaptive learning system that focuses on the fundamentals of becoming a nurse and the essential skills needed to pass the NCLEX® using tutorials, case studies, quiz banks and intuitive assessments.

ATI TECHNICAL SUPPORT

- *Monday thru Friday, 7 AM – 10 PM*
- *1.800.667.7531*
- *Chat is also available*

METHODS OF TEACHING

This course includes a variety of learning activities and assessments designed to help students achieve the course outcomes. Students are expected to engage in self-directed learning through assigned readings and online coursework. Although class meets weekly, significant preparation and follow-up work is required outside of face-to-face sessions.

In-class activities are designed to build the nursing knowledge, skills, and attitudes necessary to provide safe, effective patient care. Students are responsible for completing assigned readings and identifying areas requiring additional study or review.

Teaching and learning strategies used throughout the semester may include lecture, discussion, demonstration, simulation, role-playing, team-based learning, case studies, and computer-assisted instruction. Instruction is supported through assigned readings, Weekly Student Learning Outcomes (WSLO), PowerPoint presentations, videos, audio-visual resources, dosage calculation practice, concept mapping and medication profiles. Students will often collaborate with peers and faculty to support shared learning experiences.

LECTURE MATERIALS AVAILABILITY

PowerPoint slides and other lecture materials typically are available several days to weeks in advance but no later than the morning of the scheduled lecture. Students are encouraged to review the materials prior to class when possible; however, please note that final versions may be posted shortly before the lecture to ensure the most accurate and up-to-date content.

**** Video recordings or photographs of lecture or lab presentations are not permitted. ****

FACULTY, CLINICAL SITES, AND COURSE CONTACTS

FACULTY*

Mr. Scott Zimmerman, RN, BS, MS, BSN Instructor of Nursing		
*Office: Monday 0800 to 0900 1100 to 1300 Tuesday 0800 to 0900 1400 to 1500 Thursday 0800 to 0900	Office Phone: 937.778.7953	Email: szimmerman@edisonohio.edu

*Office hours are subject to change and updates are posted under *Meet the Faculty* on Blackboard. Due to limited availability before and after class or campus lab, students are encouraged to email in advance to schedule an appointment.

COLLEGE CONTACT INFORMATION

EDISON STATE COMMUNITY COLLEGE
Eaton Campus: 450 Washington Jackson Rd., Eaton, OH 45320
Piqua Campus: 1973 Edison Dr., Piqua, OH 45356
Phone: 937.778.8600 follow prompts for Eaton Campus

EVALUATION METHODS AND GRADING

NUR 102S consists of only classroom instruction, no lab or clinical is a part of this course. A satisfactory grade in the classroom is indicated by a **letter grade**, with a grade of **"C" or higher** considered passing (see *GRADING* below).

EVALUATION METHOD	POINT VALUES
Test A	100
Test B	100
Final Exam	170

Dosage Calculation Test (1st attempt only)	50
ATI Pharmacology Made Easy Post Module Tests (13 x 4 points each)	52
ATI Dosage Calculation and Safe Medication Administration Post Module Tests (5 x 4 points each)	20
ATI Video Case Studies (8 x 1 point each)	8
Total	**500**

GRADING

Grades for quizzes, unit tests, and the final exam are recorded to the **tenth of a point**. The **Weekly Student Learning Outcomes (WSLO)** outline course content and serve as the basis for all testing whether a particular outcome is discussed in class**.**

The **final course point total** is rounded to the nearest whole number; no other rounding will be applied. A minimum of 389.5 **points** is required to pass NUR 100S (rounded to 390 **points / 78%**). Course grade cutoffs are outlined in the grading table below.

EDISON STATE COMMUNITY COLLEGE NURSING PROGRAM FINAL GRADE STANDARD			
GRADE	PERCENTAGE	COURSE CUT OFF POINTS	GPA POINTS
A	93 – 100%	464.5	4.0
B	85 – 92%	424.5	3.0
C	**78** – 84%	389.5	2.0
D	70 – 77%	349.5	1.0
F	69% or below	344.5or below	0.0

INPUTTING GRADES INTO BLACKBOARD

Grades for assignments, activities, and quizzes requiring manual entry into Blackboard will be posted **within one week of the submission deadline** except for the Nursing Process Paper Tests will be completed using ATI's LockDown Browser. After the test is graded in ATI, faculty will manually enter scores into the Blackboard Gradebook by multiplying the earned ATI test score by 2 to calculate points. This will be done once all test grades have been finalized, as outlined below.

FINALIZATION OF TEST GRADES

Points awarded on assessments are final and will not be open to negotiation. Frequently missed questions **may** be reviewed during class at the instructor's discretion. Emails regarding individual test questions will not be addressed. Final exam reviews are available **by appointment only** and are limited to students who did not successfully complete the course. Test results will be finalized within **7 days** of the exam date.

DOSAGE CALCULATION REQUIREMENT

A minimum score of **90%** is required on the Dosage Calculation Test. Students are permitted **three attempts** (see Course Schedule later in syllabus for dates). Students who do not score a minimum of 90% on dosage calculation on the first test, **MUST** meet with the course instructor *in person* during scheduled office hours to review the test and complete an error analysis review, determine and follow a targeted instructional plan documented in the Academic Success Plan Form (see Practical Nursing Student Handbook), and have a minimum of 1 hour of documented direct math tutoring prior to being able to sit for an additional testing session during week 7 of the semester. If a minimum score of 90% is not achieved after the second test, students **MUST** meet with the course instructor *in person* during scheduled office hours to review the test and complete an error analysis review, determine and follow a targeted instructional plan documented in the Academic Success Plan Form (see Practical Nursing Student Handbook), and have a minimum of 2 hour of documented direct math tutoring prior to being able to sit for an additional testing session during week 10 of the semester.

Students who do not achieve a 90% on the third attempt will not be permitted to attend clinical or complete skills checkoffs in the campus lab for NUR 100. Students may choose to withdraw from the course or continue participating in class and campus lab activities, excluding skills checkoffs. Continued active engagement is expected; failure to remain engaged may impact progression decisions for future semesters.

If unsuccessful after the third attempt, a **course grade of "D"** will be recorded unless a lower grade is earned by the end of the semester. If the student passes the dosage calculation test on the second or third attempt, the grade recorded in the gradebook will remain the score earned on the first attempt. Additional details regarding dosage calculation testing are provided later in the syllabus.

WRITTEN SUBMISSION GUIDELINES

All written assignments must be **original**, clearly organized, and thoroughly proofread. Submissions should demonstrate logical flow and be free of spelling and grammatical errors. All papers must adhere to **APA formatting guidelines**. Numerous APA resources are available online and in the Blackboard course under START & END HERE > APA Formatting.

Assignments must be submitted electronically using:

- *Standard 8½ x 11-inch format*
- *12-point font*
- *1-inch margins*

Assignments that do not meet these requirements will **be subject to reduced points**. Copyright protections apply to all materials posted in the NUR 100S Blackboard course site.

DOSAGE CALCULATION INSTRUCTION AND TESTING GUIDELINES

Dosage calculation instruction is based on Dimensional Analysis. Students are expected to demonstrate proficiency in basic math skills. Students who feel they need additional support are strongly encouraged to utilize free math tutoring available through the ESCC Learning Center. For information or to schedule an online appointment, contact the Learning Center in the library or call 937.778.7959.

Additional dosage calculation resources are available in the Blackboard course under START & END HERE > Dosage Calculation.

Students may not use personal calculators for the Dosage Calculation Test or for dosage calculation questions on exams; calculators will be provided. A blank sheet of scrap paper will also be provided and **must be returned to faculty before leaving the testing area**. See the *Dosage Calculation Requirement* for grading policies related to the test.

ONLINE VS. PAPER/PENCIL DOSAGE CALCULATION TEST QUESTIONS

For paper/pencil dosage calculation tests, students must include both the correct numeric value and the appropriate unit/label (e.g., *2.5 tabs*) unless otherwise instructed.

For all **computerized** dosage calculation test questions, students must carefully follow the directions provided and enter answers **exactly as instructed**. Read each question thoroughly. If the answer prompt includes a label (e.g., "___ tabs"), **enter the numeric value only, and do not** include units or labels. Rounding instructions will be provided in the question and must be followed.

Example: Ordered: 50 mg of Procardia. On hand, you have Procardia 20 mg tablets. How many tablets will you give? Give _____ tabs. **Correct entry: 2.5**

Do **not** enter "2.5 tabs." Only the numeric value (**2.5**) will be accepted. Entering units or labels will result in **no points (0)** for the question.

These requirements apply to **all dosage calculation and intake/output questions** administered in the nursing program.

TESTING POLICY AND GUIDELINES

ELECTRONIC DEVICES

1. *When used to take the test, the college-issued computer (or student's personal computer) is the only electronic device that is permitted.*
2. *All other electronic devices (cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, etc.) must be stored in the student's book bag/purse and are not permitted to be on the person during testing.*
3. *Students who refuse to store their cell/mobile/smart phones or other electronic devices will not be allowed to test.*

PERSONAL ITEMS

All personal items must be stored.

1. *During the test, students are not allowed to access or have on themselves:*
   a. *study notes*
   b. *cell/mobile/smart phones, smart watches, MPS players, fitness bands, jump drives, cameras, or any other electronic device*
   c. *weapons of any kinds*
2. *The following items are not allowed to be worn/accessed during testing. These items must be removed and stored at the back or front of the room.*
   a. *Bags/purses/wallets/watches*
   b. *Coats/hats*
   c. *Food or drink, gum/candy*
   d. *Lip balm*
   e. *Scarves/gloves*

TEST CONFIDENTIALITY

1. *Student disclosure of test items before, during, or after the examination is prohibited and may result in disciplinary action.*
2. *Students are NOT to write down test questions or answers to any test question.*

3. *No student is allowed to remove test items and/or responses (in any format) or notes about the examination from the testing room.*
4. *The instructor shall use all measures possible to provide test security.*
5. *No student shall be allowed to review his/her individual test using a personal phone, using a personal computer, or in an unsupervised setting.*
6. *All test reviews must be facilitated by an instructor and with an instructor present.*

TESTING ROOM POLICY

1. *The instructor will provide the students with blank scratch paper as needed which must be returned to the instructor once testing is complete*
2. *The dropdown calculator on the computer or a simple calculator that is issued by the instructor may be used, as needed for calculations.*
3. *Writing on any other materials other than the scratch paper is strictly prohibited.*
4. *If a student experiences hardware or software problems during the test, the student will be instructed to raise his/her hand immediately to notify the room proctor.*
    a. *It is at the discretion of the room proctor as to actions that may be taken. The student may be asked to resume the test on another computer or in a different location.*
    b. *If the problem occurred while the student was answering a question on the test, the student will be instructed to write down the number of the question and the answer(s) the student chose on the scratch paper.*
    c. *After completion of the test, the instructor will review the written information and will enter the points manually as appropriate.*
    d. *For technical issues experienced while taking an online quiz, test, or assignment in an unsupervised setting (i.e., from home), the student must notify the instructor immediately after the issue occurs, describing the events that created the difficulty. It is at the instructor's discretion as to actions taken in the event of technical issues.*
5. *Earplugs that are strictly used to reduce noise are permitted during the test. Earphones that allow access to music, social media, cell phones, etc. are prohibited.*

BREAK PROCEDURE

1. *To exit the testing room for any reason, the student shall be instructed to raise his/her hand and wait to be escorted out of the testing room.*
2. *Students may not leave the testing room during a test without permission from the room proctor. Leaving the room without permission constitutes completion of the exam.*

STUDENTS ARRIVING LATE FOR THE TEST

1. *If a student notifies the instructor that he/she will be late for a test (before the test begins), it is at the instructor's discretion to adjust the completion time for the student.*
2. *If a student arrives late for a test and does not alert the instructor ahead of time of the tardiness, the instructor may choose to allow the student to begin upon arrival without granting an extension of the time.*
3. *If a student arrives late and the tardiness causes disruption and/or significant distraction, the instructor may choose to reschedule the student to take the test later.*
4. *Late arrivals may constitute not being able to participate in the Group Test Review and forfeiture of the associated bonus points (if applicable).*

ABSENCE

1. *If an emergency or illness prevents a student from taking a test at the scheduled time, the student is responsible for notifying the instructors **prior to the start of the test** (see syllabus Policies and Procedures).*
2. *If a student fails to contact an instructor prior to the start of the test, the student will receive a 20% reduction in the test score.*
3. *The student must take the make-up test on the date that has been established by the instructor, preferably before or on the date that the student returns to campus for class.*
4. *The instructor reserves the right to create a make-up test that is in a different format (i.e., essay) and/or that contains different types of questions than the test that was administered to the rest of the class. The make-up test must be at the same level of difficulty.*
5. *After a make-up date and time have been established, a student may not reschedule the make-up test with the library Testing Services department without authorization from the instructor. Any student that takes the make-up test without the instructor's authorization will receive a 20% reduction in the test score. Additional penalties may be determined by the instructor.*

TESTING CENTER

1. *Students who are scheduled to take their tests through Testing Services in the library are responsible for contacting the department to schedule the testing dates and times.*
2. *The students must bring their student identification to the Testing Center when taking a test.*
3. *Students with accommodations shall collaborate with the instructors to schedule their tests to coincide with the test dates and times that are listed on the course schedule.*

WHEN THE TEST IS FINISHED

1. *Upon completion of the test, it is recommended that each student remains at the testing area (table, desk, etc.) until the entire class has completed the test.*
2. *However, at the instructors' discretion, the student may be allowed to leave the room upon completion of a test. The instructor shall reinforce the importance of minimizing noise and distractions.*

TESTING GUIDELINES

All unit Tests will be taken using ATI's lockdown browser.

The total time allotted for taking each test/exam is listed on the Course Schedule. The questions will mostly be multiple choice. Alternate format question methods will be included in each of the tests/exam. Different formats may include, but are not limited to, fill-in-the-blank, select all that apply, ranking order, hotspots, etc. Test questions/answers will come from your course materials, not the internet.

Testing Policies: ALL books, personal belongings (including cell phones, smart watches, and food/drinks) must be removed from your testing area. You may not wear hats/caps, bulky coats, or jackets. This includes tests being taken at home using RLDB w/ RM.

Guidelines to follow when testing using RLDB and/or RM:

1. *Ensure you're in a location where you won't be interrupted. No one is allowed in the testing room with you including children and pets (plan to get a babysitter if needed).*
2. *These will be timed tests. When the time for the test is complete, your browser will stop and you will be required to Save & Submit at that time. Be sure to allot sufficient time to complete it.*
3. *Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.*
4. *Remove all smartwatches/Apple watches and keep out of reach. When scanning your environment, include a scan of both wrists.*
5. *Clear your desk or workspace of all external materials not permitted - books, papers, other devices.*

6. *No reading aloud during the test.*
7. *Remain at your computer for the duration of the test. Plan ahead. Do not leave your chair to use the bathroom or receive refreshments. Sit still while testing, sudden movements such as bending over, twisting, standing to stretch will "flag" your test behavior for your instructors to view.*
8. *Do not have anything to eat or drink at the testing area.*
9. *Dress appropriately. Remove coats, jackets, hoodies and keep them off while testing. Your instructors will be auditing individual testing sessions and any student session that is "flagged" for potential improper behavior.*
10. *Do not have the TV on or any other entertainment device.*
11. *If the computer, Wi-Fi, or location is different from what was used previously with the "Webcam Check" and "System & Network Check" in RLDB, run the checks again prior to the exam.*
12. *To produce a good webcam video, do the following:*
    a. *Avoid wearing baseball caps or hats with brims*
    b. *Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) is likely to move*
    c. *If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete*
    d. *Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)*
13. *Remember that RLDB will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted*
14. *Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of RLDB ser. Simply start RLDB and navigate back to the exam to continue.*

Evaluation Methods and Weekly Schedule of Assignments

Week 1	Readings	Assignments	Due Dates	Points	Course Outcome
Class: **8/24** **0900-1100**	ATI Pharmacology Made Easy 5.0: Introduction to Pharmacology	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: Introduction to Pharmacology Video Case Studies 3.0: Preventing Medication Errors	Tuesday of Week 1 by 2359	Pharm Made Easy Module: 4 pts VCS: 1 pt	
Week 2	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **8/31** **0900-1100**	ATI Dosage Calculation and Safe Medication Administration Module 4.0: Dosages by Weight Oral Medications Parenteral (IV) Meds Injectable Meds Medication Administration	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: Dosages by Weight Oral Medications Parenteral (IV) Meds Injectable Meds Medication Administration Video Case Studies 3.0: Safe Dosage	Sunday of Week 2 by 2359	Modules: 4 pts each (20 pts) VCS: 1 pt	
Week 3	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **No Class in observance of Labor Day** **(Recored Lecture or Self Study?)**	ATI Pharmacology Made Easy 5.0: The Neurological System (Part 1 and Part 2)	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Neurological System (Part 1 and Part 2) Video Case Studies 3.0: Pharmacology Across The Lifespan	Sunday of Week 3 by 2359	Modules: 4 pts each (8 pts) VCS: 1 pt	

Week 4	Readings	Assignments	Due Dates	Points	Course Outcome
Class: **9/14** **0900-1100**	ATI Pharm Made Easy Module: The Musculoskeletal System	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Musculoskeletal System Video Case Studies 3.0: Polypharmacy	Sunday of Week 4 by 2359	Modules: 4 pts VCS: 1 pt	
Week 5	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **9/21** **0900-1100**	No new Readings Assigned	**Dosage Calculations Test** Video Case Studies 3.0: Look-and Sound-Alike Medications Adverse Reactions to Medications	Sunday of Week 5 by 2359	**DC Test: 50 pts** VCS: 1 pt each (2 pts)	
Week 6	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **9/28** **0900-1100**	ATI Pharm Made Easy Module: The Respiratory System	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Respiratory System Video Case Studies 3.0: Dosage Calculations of Critical Care Medications	Sunday of Week 6 by 2359	Modules: 4 pts VCS: 1 pt	
Week 7	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **10/5** **0900-1100**	ATI Pharm Made Easy Module: The Cardiovascular System	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Cardiovascular System	Sunday of Week 7 by 2359	Modules: 4 pts	
Week 8	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **10/12** **0900-1100**	ATI Pharm Made Easy Module: The Hematologic System	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Hematologic System	Sunday of Week 8 by 2359	Modules: 4 pts	

Week 9	Readings	Assignments	Due Dates	Points	Course Outcome
Class: **10/19** **0900-1100**	ATI Pharm Made Easy Module: The Gastroinestinal System	**Test A** Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Gastrointestinal System	Sunday of Week 9 by 2359	**Test A: 100 pts** Module: 4 pts	
Week 10	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **10/26** **0900-1100**	ATI Pharm Made Easy Module: The Reproductive and GU Systems	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Reproductive and GU Systems	Sunday of Week 10 by 2359	Module: 4 pts	
Week 11	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **11/2** **0900-1100**	ATI Pharm Made Easy Module: The Endocrine System	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Endocrine System Video Case Studies 3.0: Mixing Insulins	Sunday of Week 11 by 2359	Module: 4 pts VCS: 1 pt	
Week 12	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **11/9** **0900-1100**	ATI Pharm Made Easy Module: The Immune System	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: The Immune System	Sunday of Week 12 by 2359	Module: 4 pts	
Week 13	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **11/16** **0900-1100**	ATI Pharm Made Easy Module: Pain and Inflammation	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: Pain and Inflammation	Sunday of Week 13 by 2359	Module: 4 pts	

Week 14	Readings	Assignments	Due Dates	Points	Course Outcome
Class: **11/23** **0900-1100**	ATI Pharm Made Easy Module: Infection	Complete Post Module Quiz with a 78% or higher on 1st attempt for the following modules: Infection	Sunday of Week 14 by 2359	Module: 4 pts	
Week 15	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: **11/30** **0900-1100**	No new readings assigned this week.	**Test B**	N/A	**Test B: 100 pts**	
Week 16	**Readings**	**Assignments**	**Due Dates**	**Points**	**Course Outcome**
Class: Final Exam **12/7** **0900-1100**	No new readings assigned this week.	**Final Exam**	N/A	**Final Exam: 170 pts**	