

BASIC COURSE INFORMATION			
Semester:	Fall 2020	Instructor Name:	Terrie Sullivan, RN, MSN/Ed., PHN
Course Title & #:	Nursing 100	Email:	terrie.sullivan@imperial.edu
CRN #:	30005	Webpage (optional):	
Classroom:	Online	Office #:	2125 I will not be on campus during the Fall semester. Will have scheduled virtual office hours
Class Dates:	August 17 – October 10, 2020	Office Hours:	online
Class Days:	online	Office Phone #:	
Class Times:	online	Emergency Contact:	760-355-6348 Nursing office
Units:	1		

**COURSE DESCRIPTION**

This course focuses on those components of safe medication calculation and administration. The emphasis is on accuracy of calculation and the critical thinking involved in client/patient safety. This is an intense class on med math calculations that is required of all RN majors. Clinical application is integrated into the clinical nursing courses.

In NURS100, the student is required to apply mathematical principles to the calculation of drug dosages. This includes addition, subtraction, multiplication & division of decimals and fractions. A thorough knowledge of the metric system with emphasis on the conversions is required. Dimensional analysis as it applies to calculating drug dosages is included.

**COURSE PREREQUISITE(S) AND/OR COREQUISITE(S)**

**STUDENT LEARNING OUTCOMES**

Student Learning Outcomes:

Upon completion of this class the student will be able to:

- 1. Calculate the flow rate of a simple primary intravenous line in ml/hr or drops/min as measured by one (1) randomly selected question on the final exam with a class average for the measured question at 92% or better.

2. Pass a comprehensive final exam on dosage calculations at 78% including critical care and pediatric problems.

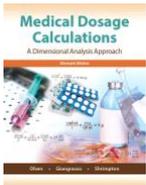
### COURSE OBJECTIVES

1. Calculate basic mathematic problems including addition, subtraction, multiplication & division of fractions & decimals.
2. Convert metric, apothecary and household measures accurately.
3. Solve dosage problems using dimensional analysis
4. Calculate adult & pediatric dosages.
5. Calculate intravenous flow rates.
6. Interpret drug orders and labels relevant to the safe administration of drugs.
7. Discuss the "Six rights" of clients relative to administration of medications.
8. Describe the routes of administration

### TEXTBOOKS & OTHER RESOURCES OR LINKS

#### REQUIRED

Medical Dosage Calculations Plus My Nursing Lab with Pearson eText -- Access Card Package, 11/e ISBN 9780134480602



You will register thru Canvas.

### COURSE REQUIREMENTS AND INSTRUCTIONAL METHODS

Classroom work:

Weekly modules and assignments open on Sunday 1200am and are due on Friday @11pm

The student is expected to log into the class at least 3-4 times per week.

Tests: There will be exams covering the topics reviewed online in the weekly modules. They will be taken in Canvas.

**THERE ARE NO MAKE-UP EXAMS REGARDLESS OF EXCUSE.**

Assignments: There will be homework assignments from the required My Nursing Lab (MNL)(Pearson) online site. These are part of your grade. These assignments will be outlines in Canvas. The assignment will cover the topics discussed in modules and on MNL.

Late work will be accepted with a 10% deduction per day.

Online and Hybrid courses must demonstrate compliance with the IVC [Regular and Effective Contact Policy for Distance Education](#).

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement..

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services **not** available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

COURSE GRADING BASED ON COURSE OBJECTIVES

This is a nursing course therefore the grading is per the nursing department grading scales.

- A = 93-100%
- B = 84-92%
- C = 78-83%
- F = Below 78%

## ATTENDANCE

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

## CLASSROOM ETIQUETTE

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

### ONLINE NETIQUETTE

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

### ACADEMIC HONESTY

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an

examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

How do I show academic honesty and integrity in an online “classroom”?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
  - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
  - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn’t explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

#### ADDITIONAL STUDENT SERVICES

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College’s main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

## DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

## STUDENT COUNSELING AND HEALTH SERVICES

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or **when campus reopens** visit Room 1536, for more information.

## VETERAN'S CENTER

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. **When campus reopens**, the Center is in Building 600 (Office 624), telephone 760-355-6141.

## EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website [www.imperial.edu/students/eops](http://www.imperial.edu/students/eops) for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

## STUDENT EQUITY PROGRAM

The Student Equity & Achievement Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC’s Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or **when campus reopens**, visit Building 401.

What if I cannot afford food, books, or need other help?

- We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

## STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

## INFORMATION LITERACY

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

## ANTICIPATED CLASS SCHEDULE/CALENDAR

**\*\*\*Tentative, subject to change without prior notice\*\*\***

### Nursing 100 Course Schedule Fall 2020

Week 1 Overview: Students will be introduced to the online course environment and IVC policies and procedures. Students will also learn more about their online classmates.

- Week 1 Objectives: By the end of this unit, students will be able to:
- Interpret the course syllabus
- Navigate the Canvas learning environment
- Complete the Getting Started module

<ul style="list-style-type: none"> <li>• Understand the College's add and drop policies, procedures and online learning requirements</li> <li>• Enroll and learn the My Nursing Lab (MNL) online</li> <li>• Know more about your fellow online classmates</li> <li>• Learn and understand the dimensional analysis method of dosage and drug calculations</li> </ul>	
<p>Week 1 Assignment</p> <ol style="list-style-type: none"> <li>1. Purchase the textbook: <u>Medical Dosage Calculations Plus My Nursing Lab with Pearson eText -- Access Card Package, 11/e ISBN 9780134480602 List Price: \$119.80</u></li> <li>2. This is the e-book and my lab that you will be using. It is not necessary to purchase the textbook separately. I have put the Instructions in the Modules on how to register and it has the course ID in my Nursing Lab.</li> <li>3. Read &amp; Understand the Syllabus</li> <li>4. Read &amp; Understand the Getting Started Module and Course Policies</li> <li>5. Read &amp; Understand Week 1 Module.</li> <li>6. Read Chapter 1 and participate in the Assignment #1 in Canvas on Review of Arithmetic.</li> </ol>	<p>All assignments and Exams Due Friday at 1100pm</p>
<p>Week 2 Overview: Students will be learning how to convert between household measurements to metric system measurements. Recognize that drugs dosages are measured in units, milliequivalents, grams, micrograms and milligrams</p>	
<p>Week 2 Objectives:</p> <p>By the end of this week students will be able to:</p> <ul style="list-style-type: none"> <li>• List the commonly used units of measure in the metric system.</li> <li>• Express metric weights and volumes using correct notation rules.</li> <li>• Convert metric weights and volumes within the system.</li> <li>• Recognize dosages that are measured in units, percentage, milliequivalents, in household measures, and apothecary measures , and using ratio strengths</li> </ul>	
<p>WEEK 2 Assignment:</p> <ol style="list-style-type: none"> <li>1. Read &amp; Understand Week 2 Module on System Conversions</li> </ol>	<p>All assignments and Exams Due</p>

<ol style="list-style-type: none"> <li>2. Read Chapters 3, 4 and 5 in Olsen e-text</li> <li>3. Complete Study Guides System conversions</li> <li>4. Review power points in Week 2</li> <li>5. Review Study Guide and complete them</li> <li>6. Complete the Assignment Week 2 My Nursing Lab online in the Weekly section</li> <li>7. Complete Discussion #1</li> <li>8. Complete Exam #2 System Conversions and Dosage Calculations in Canvas</li> </ol>	<p>Friday at 1100pm</p>
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Week 3 Overview: This week discusses the components of administering medications, reading a drug label to be able to determine how the dosages will be calculated.

<p>Week 3 Objectives: By the end of this unit, students will be able to:</p> <ul style="list-style-type: none"> <li>• Identify scored tablets, unscored tablets, and capsules</li> <li>• Read drug labels to identify trade and generic names.</li> <li>• Locate dosage strengths and calculate average dosages</li> <li>• Measure parenteral solutions using: a standard 3 mL syringe, a tuberculin syringe, 5 and 10 mL syringes., and 20 mL syringe.</li> </ul>	
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<p>WEEK 3 Assignment:</p> <ol style="list-style-type: none"> <li>1. Read Chapters 2, 6, 7, in Olsen e-text.</li> <li>2. Review power points in Week 3</li> <li>3. Study Guides posted in Week 3</li> <li>4. Complete Assignment Week 3</li> <li>5. Complete Discussion #2</li> <li>6. Complete Exam #2 in Canvas</li> </ol>	<p>All assignments and Exams Due Friday at 1100pm</p>
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Week 4 Overview: This week students will learn how to prepare medications using powder forms of drugs and how to calculate the appropriate amounts from the problems listed in the study guides.

<p>Week 4 Objectives:</p> <p>By the end of this week students will be able to:</p> <ul style="list-style-type: none"> <li>• prepare solutions from powdered drugs using directions printed on vial labels.</li> <li>• prepare solutions from powdered drugs using drug literature or inserts</li> <li>• determine the expiration date and time for reconstituted drugs</li> </ul>	
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	<ul style="list-style-type: none"> <li>• calculate dosages for reconstituted drugs</li> <li>• • calculate average parenteral dosages from the labels provided.</li> </ul>	
	<p>WEEK 4 Assignment:</p> <ol style="list-style-type: none"> <li>1. Read chapter 8-9 in Olsen e-text.</li> <li>2. Review power points in Week 4</li> <li>3. Study Guides posted in Week 4</li> <li>4. Complete Assignment Week 4 in MNL</li> <li>5. Complete Discussion #3</li> <li>6. Complete Exam 3 in Canvas</li> </ol>	<p><b>All assignments and Exams Due Friday at 1100pm</b></p>
<p>Week 5 Overview: This week the students will start to learn about intravenous (IV) solutions, how to calculate IV flow rates using gravity and by using electronic infusion devices.</p>		
	<p>Week 5 Objectives: By the end of this unit, students will be able to:</p> <ul style="list-style-type: none"> <li>• differentiate between primary, secondary, peripheral, and central IV lines.</li> <li>• explain the function of IV drip chambers, roller and slide clamps, and on-line and indwelling injection ports.</li> <li>• differentiate between volumetric pumps, syringe pumps, and PCAs.</li> <li>• identify the abbreviations used for IV fluid orders</li> <li>• identify the calibrations in gtt/mL (drops/mL) on IV administration sets.</li> <li>• calculate flow rates using dimensional analysis.</li> <li>• flow rates to infuse ordered dosages.</li> <li>• heparin dosages.</li> <li>• mL/hr flow rates for an Electronic Infusion Device (EID) or IV pump</li> <li>• hourly dosage infusing from mL/hr rate.</li> </ul>	
	<p>WEEK 5 Assignment:</p> <ol style="list-style-type: none"> <li>1. Read chapter 10</li> <li>2. Study Guides Week 5 in Canvas</li> <li>3. Review all weeks for final exam</li> <li>4. Complete Discussion #4</li> <li>5. Complete Exam #4</li> </ol>	<p><b>All assignments and Exams Due Friday at 1100pm</b></p>
<p>Week 6 Overview: This week students will learn the importance of calculating critical care dosages correctly</p>		

	<p>Week 6 Objectives: By the end of this unit, students will be able to:</p> <ul style="list-style-type: none"> <li>• use normal daily and hourly dosage ranges to calculate and assess dosages ordered.</li> <li>• dosages and flow rates based on kg body weight</li> <li>• list the steps in preparing and administering IV medications from a solution bag</li> </ul>	
	<p>WEEK 6 Assignment:</p> <ol style="list-style-type: none"> <li>1. Read chapter 11</li> <li>2. Study Guides Week 6 in Canvas</li> <li>3. Complete Discussion if posted</li> <li>4. Complete Exam #5</li> </ol>	
<p>Week 7 Overview: This week students will learn the importance of calculating pediatric dosages correctly</p>		
	<p>Week 7 Objectives: By the end of this unit, students will be able to:</p> <ul style="list-style-type: none"> <li>• explain how suspensions are measured and administered.</li> <li>• calculate pediatric oral dosages.</li> <li>• list the precautions of IM and subcutaneous injection in infants and children.</li> <li>• calculate pediatric IM and subcutaneous dosages</li> <li>• calculate flow rates for the administration of pediatric IV medications.</li> <li>• dosages and flow rates based on kg body weight</li> </ul>	
	<p>Week 7 Assignment:</p> <ul style="list-style-type: none"> <li>• Read chapter 12</li> <li>• Study Guides Week 7 in Canvas</li> <li>• Review all weeks for final exam</li> <li>• Complete Exam #6: Pediatrics</li> </ul>	
<p>Week 8                      Review all weeks for final exam *****FINAL EXAM*****</p>		

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