

Basic Course Information

Semester:	Fall 2018	Instructor Name:	Cynthia Ramirez/ Graciela Palacios
Course Title & #:	Calc & Pharm, Pharmacy Technician PHT 130	Email:	Ms.ramirez81@gmail.com Graciela.palacios@imperial.edu
CRN #:	10850	Last day to Drop With "W":	May 13
Classroom:	2139	Office #:	2155
Class Dates:	13 August – 7 December 2018	Office Hours:	By appointment only
Class Days:	Online	Office Phone #:	760-355-6468
Class Times:	Online	Emergency Contact:	Dolores Hartfield
Units:	3.0		

Course Description

This course is designed to prepare students for pharmacology calculations related to dosage, measurements of strength, and safe preparation of medication. There is a focus on unit-cancellations for solving pharmacy situation problems. Principles of pharmacology are utilized with an emphasis on the classification, indication, interaction, and common side effects of major drug classes. (CSU)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to: 1. Students will perform dimensional analysis. (ILO 2, ILO 4) 2. Students will be able to solve proportion and ratio problems as required in the pharmacy. (ILO 2, ILO 4) 3. Students will be able to solve mixture and allegation problems that arise in a typical pharmacy. (ILO 2, ILO 4)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Describe the differences among the Apothecary system, Avoirdupois System, Metric System, and Common Household Measurements.
2. Convert Arabic numbers into roman numerals.
3. Demonstrate the ability to convert among measurement systems commonly used on prescriptions.
4. Use mathematical calculations to determine dosage utilizing ratios/proportions, fractions, and percentages.
5. Demonstrate the ability to set up equations and solve problems for determining days supply of medication.
6. Demonstrate the ability to set up equations and solve problems for determining pediatric dosages.
7. Demonstrate the ability to set up equations and solve problems for determining drip rates.
8. Demonstrate the ability to set up equations and solve problems for determining Alligation
9. Demonstrate the ability to set up equations and solve problems for determining percent dosages.
10. List the major classification of drugs and indications for their usage.
11. Discuss common drug interactions with each classification of drug.
12. Describe the common side effects of drugs by classification and usage.
13. Review drug routes and indications for usage.
14. Discuss legal implications for pharmacies in regards to controlled substances.

Textbooks & Other Resources or Links

Pharmacy Calculations for Pharmacy Technicians, 6th Edition, Don A. Ballington; Skye McKennon 978-0-76386-845-1

Course Requirements and Instructional Methods

Instructor Expectations:

- Students who do not participate during week one are automatically dropped. (Participation means turning in week 1 assignments)
- If you stop attending class make sure to drop yourself from the class.
- Work is to be turned in on due date – no late work is accepted.
- You are responsible for knowing and observing due dates for all assignments.

What to Expect from your Instructor:

- All your assignments will be graded within one week from their due date.
- To contact me, email me: ramirez@imperial.edu ; you can also use the "Inbox" link on the global navigation menu bar (far left).
- Your emails will be answered within 48-hours (emails are typically answered within a few hours).
- Although I do not have official offices hours, I am available for in-person or online appointments.
- My goal is to help you succeed, so please reach out to me if you have any question/doubt.

Course Grading Based on Course Objectives

Grading Schedule: The following grading schedule will be used in this course:

90% - Above = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

59% - Below = F

Attendance

In this course, logging in on a regular basis and your participation in discussions is how I will gauge your "attendance." Thus, meeting the due dates for discussions is very important. The beauty of an online course is that you can fit your studying in around your schedule. This doesn't mean, however, that the course is self-paced.

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, no one who is not enrolled in the class may attend, including children.

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.

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. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 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. The Center is located 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, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of 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 on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

The Student Equity 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. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services 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 education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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

Date or Week/	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1: 8/13	Course Orientation	Due every Saturday before midnight
Week 2: 8/20	Chapter 1	Due every Saturday before midnight
Week 3: 8/27	Chapter 2	Due every Saturday before midnight
Week 4: 9/3	Chapter 3	Due every Saturday before midnight
Week 5: 9/10	Chapter 4	Due every Saturday before midnight

Date or Week/	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 6: 9/17	Chapter 5	Due every Saturday before midnight
Week 7: 9/24	Review for Mid-Term	Due every Saturday before midnight
Week 8: 10/1	Mid-Term (room to be determine)	Due every Saturday before midnight
Week 9: 10/8	Chapter 6	Due every Saturday before midnight
Week 10: 10/15	Chapter 7	Due every Saturday before midnight
Week 11: 10/22	Chapter 8	Due every Saturday before midnight
Week 12: 10/29	Continue Chapter 8	Due every Saturday before midnight
Week 13: 11/5	Chapter 9	Due every Saturday before midnight
Week 14: 11/12	Continue Chapter 9	Due every Saturday before midnight
Week 15: 11/19	Review For Final Exam	Due every Saturday before midnight
Week 16: 11/26	Fall break: I suggest study for final exam	Due every Saturday before midnight
Week 17: 12/3	Final Exam (Room to be determine)	Due every Saturday before midnight