



**UNIVERSITY OF ALBERTA
COLLABORATIVE BACCALAUREATE
NURSING PROGRAM**

Grande Prairie Regional College
Keyano College
Red Deer College
University of Alberta



NURSING 2150

2009 – 2010 COURSE OUTLINE

**Pharmacotherapeutics in Nursing
Winter, 2010
EC**

COURSE LEADER/COURSE INSTRUCTOR'S INFORMATION:

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Revised by the Learning Experiences Development Committee, April 2007

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Approved: May 2009

CALENDAR STATEMENT/COURSE DESCRIPTION:**NS2150 3 (3-0-0). Pharmacotherapeutics in Nursing**

The course begins with an introduction to drug classification and regulation – from discovery to the patient. The foundations of pharmacodynamic and pharmacokinetic principles will be introduced. Four fundamental domains of drug movement and modification will be studied: drug adsorption, distribution, metabolism, and excretion (i.e., pharmacokinetics). To illustrate how the principles involved in pharmacotherapeutics need to be incorporated into professional nursing practice, examples from specific drug classes will be used. Brief scenarios will be used to integrate pharmacology within the clinical setting. Safe, evidence-based practice will be emphasized.

COURSE HOURS (per week): 14 WEEK COURSE.

Lecture (Moodle): 3 Seminar: 0 Lab: 0

COURSE DATES and DELIVERY:

Dates: January 5 – April 28, 2010; On-line through Moodle. **Orientation to Moodle, the Course, and Elluminate using Elluminate will occur on January 5, 2010 from 1900hrs to 2100hrs [Alberta Time].** You will have received instructions on how to log onto Moodle and Elluminate through a package that you received via mail. If you miss this Orientation session then you can watch a recording of this session through Elluminate.

Final Exam available on-line April 17-29, 2010 [Exam Week].

Withdrawal Date:

The withdrawal deadline for NS 2150 with permission is **Wednesday, March 17th, 2010** as per the GPRC 2009/2010 Calendar. Students who drop a course after this date will receive a WF [Fail, withdrawal after the deadline] on their transcript.

TRANSFER STATUS:

NS 2150 is transferable to the University of Alberta as NURS 215 and is part of the block transfer agreement within the University of Alberta/GPRC Collaborative program.

COURSE OBJECTIVES:

Upon completion of NURS 2150, the nursing student will be able to:

1. Demonstrate an understanding of ¹ the basic pharmacodynamic concepts underlying drug actions in the human body.
2. Demonstrate an understanding of the basic pharmacokinetic principles that govern movement of drugs within the human body.
3. Demonstrate an understanding of the classification, nature, properties, and effects of drugs.
4. Demonstrate an understanding of the role of the nurse and the health team in promoting client education optimal therapeutic regimens, and in the anticipation and management of side/adverse effects.
5. Demonstrate an understanding of how individual differences account for differences in drug response.
6. Integrate principles of drug therapies into professional practice.
7. Demonstrate an understanding of ethical and legal principles related to the administration of pharmacological agents.

COURSE STRUCTURE/ DELIVERY MODE:

The course will be delivered on-line through GPRC's on – line course management system (Moodle). This is an asynchronous online course. This means there is no established time when you must log on. However, at a specified time each week, the instructor will make an online presentation relating to the topic for that week and the issues of the day. This presentation will set the tone for the online discussion. The purpose of the weekly input is to keep each of us focused on the same topic. Once the instructor's presentation is posted, you may add to the discussion at any time. You must log-on twice a week at a minimum. However, to benefit most from this part of the course, you are advised to check in on the discussion several times a week, adding your thoughts and comments to those of others so that the discussion grows as it continues back and forth.

In addition to the online course materials in Moodle, we will use another online tool – Elluminate – actually to speak to one another. These conversations will be much like telephone conference calls but with some additional visual elements. You have a Voice Conference button (Elluminate) in Moodle that will let you access these conferences. **This component will only be used for the Course Orientation.** The Elluminate Orientation session will be recorded so students who miss it can log into Elluminate at any time and watch/listen to the recorded session.

¹ 'Demonstrate an understanding of...' This means through satisfactory continuous assessment, the examination regimen, self-testing using the Moodle site, class interaction with tutor, etc.

A summary of the expectations of online participation can be found in the Course Evaluation section.

TECHNICAL REQUIREMENTS: COMPUTER SYSTEM

In order to participate in the program, each student must own or have ready access to a PC. Students are responsible for their own communication costs such as long distance telephone charges and subscriptions to an Internet node, or any other communication service requirements.

Go to <http://moodle.gprc.ab.ca/>

On the Right Hand side of the page; **Click Technical Requirements** to view Moodle Technical Requirements.

Also on the Right Hand side of the page; Click Browser Check-up. Here you will see a **Green Check Mark (✓)** in the programs that you already have. If you see a **Red X** you will need to download the program. (The Browser Check-up is also available at the top of the Technical requirements page).

CONTACT INFORMATION

Our communication will be carried out by course e-mail, News Forum (General News and Announcements), Elluminate (Orientation), and Moodle Discussion Forums; on-site visits to my office can occur at H227 or by phone if you require assistance. All quizzes and the final exam must be completed on-line.

REQUIRED TEXTBOOKS AND RESOURCES:

Lilley, L.L., Harrington, S., Snyder, J.S., and Swart, B. (2007). *Pharmacology and the nursing process in Canada* (1st ed.). Toronto: Elsevier.

Understanding Alberta's Drug Schedules:

<https://pharmacists.ab.ca/nPharmacistResources/ABDrugSchedules.aspx>

The electronic Compendium of Pharmaceuticals and Specialties (*e-CPS*)
<http://www.gprc.ab.ca/library/databases/list.html?cat=275>

RECOMMENDED TEXTBOOKS AND RESOURCES:

A Nursing Drug Handbook or Drug Handbook Software for a PDA.

ADDITIONAL RESOURCES

PowerPoint presentations, handouts, learning activities, supplementary readings, animations, links to media resources, course announcements, etc., will be available on **Moodle** weekly as needed.

OPTIONAL RESOURCES

Lilley, L.L., Harrington, S., Snyder, J.S., and Swart, B. (2007). *Pharmacology and the nursing process in Canada: Study guide* (1st ed.). Toronto: Elsevier

To participate in Elluminate you have 2 options. 1. You will require a headset or speakers and a microphone. A headset with a microphone can be purchased through any store selling computer accessories (London Drugs, Future Shop, Staples, etc). 2. If you choose not to purchase a headset with a microphone; you can still participate. You will hear me though your speakers, but you will only be able to talk through text messaging. **The first time that you connect to Elluminate, you will need to run through some set-up routines that will run automatically from the server.**

REQUIRED LEARNING EXPERIENCES:

NURS 2150 Lectures: students will work with tutor on-line to acquire necessary information for pharmacotherapeutics. Participation is an expectation. In addition, you will need to spend approximately 3 hours on the Moodle site each week.

COURSE EVALUATION:

In order to pass Nursing 2150, students must **complete** the following requirements:

Course Requirements and Value (Total 100%)

1. On-line open book quizzes: There will be 6 valued at 10% each. (Total: 60%). These consist of fill in the blank, matching, true/false, multiple answers, ordering, and multiple choice questions. All quizzes will be submitted on-line through an automated system at the dates and times specified in the study guide. **The quizzes will be available for 4 days, from 0800 on Day 1 to midnight on Day 4.** You may log on anytime during this period and complete the quiz. You may also partially complete it at anytime and go back and finish the quiz at any time during this period. **If you are not submitting the quiz;** be sure that you **save** your answers each time (i.e. Click Save Without Submitting – at the bottom of the quiz page). **When completed, you will submit the quiz on-line** (i.e. Click Submit all and finish at the bottom of the Quiz page). Your grades will be automatically entered into the Moodle grade book.
2. Final Examination: 30% (75 multiple choice questions) *refer to the Student Handbook for procedures for exams. The final exam will be submitted on-line through an automated system at the date and time specified in the study guide. It will be available for **13 days**, but once you log on, you will have **2 hours** to complete it. You **cannot** partially complete it and return later. You should also ensure you regularly save the answers. Regularly Click Save Without Submitting – at the bottom of the exam page). **When completed, you will submit the exam on-line** (i.e. Click Submit all and finish at the bottom of the Quiz page). Your grade will be automatically entered into the Moodle grade book. **This exam can be taken anytime from 0800 April 17th to 2400hrs April 29th [GPRC Final Exam Time Period].**

3. Participation: Mid-term Self - Evaluation 5%; Final Self – Evaluation 5%. (Total: 10%). There are links to these evaluations posted in Moodle in Unit 7 and 13 [Also available under Self-Evaluations button]. If you are partially completing it without submitting, be sure to Regularly Click Save Without Submitting – at the bottom of the Self-Evaluation page). **When completed, you will submit the Self-Evaluation on-line** (i.e. Click Submit all and finish at the bottom of the Self-Evaluation page). Your grade will be automatically entered into the Moodle grade book.

PARTICIPATION CRITERIA

Conference Participation

The assessment structure for NS2150 indicates that 10% of your final grade will be determined by your participation in the course. Your participation will be measured against the following criteria. Keep these criteria in mind as you proceed through the course, and gauge your own efforts toward achieving your full share of this significant portion of your course grade. You will submit a mid-term participation self-evaluation at the end of week 7, followed by a final self-evaluation at week 13. A formative (mid-term) and summative (final) evaluation tool will be provided. Your participation mark is the mark given by you for each of the two evaluations. The instructor reserves the right to override this mark if it is deemed it is not an accurate evaluation of your participation. The instructor will be watching for the introduction of new ideas, the support of others, offering of reference sites, and interesting interpretation or application of the course content.

Participation Criteria

1. Respond to online discussions at least twice each week.
 - Post my input into the discussion board forum at least once each week.
 - Respond to online discussions at least once each week.
2. Contribute original thoughts or ideas to online discussions.
3. Bring up new and related perceptions of an issue being discussed.
4. Cite relevant research to validate points made.
5. Be open to divergent points of view.
6. Be respectful of the perceptions of others.
7. Integrate material from previous units to formulate ideas and generate dialogue.
8. Follows directions
9. Follow rules of grammar and spelling.

Conference participation is critical to course success. Cooperative and collegial learning is fundamental to this course. Your participation is not being evaluated relative to others in the class but rather against the above stated criteria.

ELUMINATE ORIENTATION SESSION

You will be able to talk to me via a microphone or text messaging but you will not be able to see me. You will see how Elluminate works during orientation. This session is not mandatory and does not affect your participation mark. However, it is suggested that you attend the Orientation session.

SPECIALIZED SUPPORT and DISABILITY SERVICES:

Students who require accommodations in this course due to disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Student Services.

DISTANCE EDUCATION SUPPORT

For **help with Moodle**, Click Moodle Support and/or E-Campus Support at <http://moodle.gprc.ab.ca/> or drop in and ask for assistance at the Library Information desk.

Grande Prairie Regional College has a **Distance Education Support Line** that is toll free number 1-877-832-7667.

Logging In

Type "<http://moodle.gprc.ab.ca>" in the address bar of your internet browser. When the page loads, enter your username and password in the Login box.

Your username will be your 7-digit student ID

Your password will be the same as the network password used to login to the PC's on campus.

Note: If you change your network password, then your Moodle password changes too.

Navigating Moodle

Once you login to Moodle, you will see the "My Courses" where all your courses will be listed.

Choose the Course NS2150 - Pharmacotherapeutics. **In Moodle just click on the Grey Elluminate button at the top left of your Moodle Screen. A new Screen will appear. Click the NS2150 Orientation Session, then Click the Join Meeting Link and Elluminate will launch adding you to the meeting.** We will guide you through the rest.

ANNOUNCEMENTS

General News and Announcements will be made in Moodle through the **News Forum**.

POLICY STATEMENTS:**Late Assignment Policy:**

All quizzes and final exam are expected to be completed on-line within the time frame given. Extensions on assignments may be granted and must be negotiated with the instructor prior to the due date and with a date and time specified for late submissions.

If applicable, a penalty of one letter grade for each working day that an assignment is submitted after the due date will be deducted from the final mark. For example, a quiz scored at 80% (B+) would receive an adjusted grade of 75 (B) if submitted one day late when an extension was not negotiated with the instructor.

Plagiarism and Cheating:

Please refer to the GPRC's 2009-2010 Academic Calendar for the policy on plagiarism and cheating as guidelines for NS 2150.

<http://www.gprc.ab.ca/downloads/documents/Ac Cal 09 10 Rights and Responsibilities Web.pdf>

Assignment of Final Grade:

A percentage mark will be assigned for each quiz, participation, and final exam. A final letter grade will be determined by converting the total percentage mark for all evaluation components to a letter grade. The letter grade is based on the grade descriptors (excellent, good, satisfactory, and poor).

Effective July 1, 2003 Grande Prairie Regional College uses the alpha grading system and the following approved letter codes for all programs and courses offered by the College.

Grading Criteria for Nursing Courses:

Alpha Grade	4 Point Equivalent	Descriptor
A+	4.0	Excellent
A	4.0	Excellent
A-	3.7	First Class Standing*
B+	3.3	First Class Standing*
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2.0	Satisfactory
C-	1.7	Satisfactory

A grade of C- is the minimum passing grade for any nursing course with the exception of NS1050 and NS2150. The passing grade for these courses is a D or D+.

Passing Grades in Nursing Courses

Failing Grades in Nursing Courses

Alpha Grade	4 Point Equivalent	Descriptor
D+	1.3	Poor/Minimal Pass
D	1.0	Poor/Minimal Pass
F	0.0	Failure

* Very Good/Above Average is an alternate descriptor for First Class Standing.

*Students **may** receive a grade of D or D+ in an assignment or component of a course, but must have an overall grade of C- to achieve a passing grade in a nursing course.*

****Note:** Please refer to the GPRC's 2009-2010 Academic Calendar for:
the grading policy at

http://www.gprc.ab.ca/downloads/documents/Ac_Cal_09_10_Academic_Regulations_Web.pdf

and the Progression Criteria in the Bachelor of Science in Nursing program at

http://www.gprc.ab.ca/downloads/documents/Ac_Cal_09_10_Nursing_Education_and_Health_Studies_Web.pdf

NS 2150 - Schedule and Reading List

Note: In the readings below; **Lilley et al.** chapters refer to the textbook we are using:

Lilley, L.L., Harrington, S., Snyder, J.S., and Swart, B. (2007). *Pharmacology and the nursing process in Canada* (1st ed.). Toronto: Elsevier.

PLEASE NOTE: All Lilley et al. Textbook Chapter Readings, PowerPoint Presentations, and the Alberta's Drug Schedules are **REQUIRED READINGS!**

All other **Supplemental Readings** and **Learning Activities** are **ADDITIONAL RESOURCES** to **Supplement Your Learning**. You are encouraged to read, view, and do these where applicable, as your time and schedule permit; **but they are not required.**

Unit/Date	Topic	Readings	Notes
1 Jan 5-11 th .	Orientation to the course through Elluminate- Jan 5 th . <u>Pharmacology Basics</u> The Nursing Process and Drug Therapy Drug Schedules Pharmacological Principles <ul style="list-style-type: none"> ▪ Pharmaceutics ▪ Pharmacokinetics ▪ Pharmacodynamics ▪ Pharmacotherapeutics ▪ Pharmacognosy Lifespan Considerations in Medication Administration	Course Outline Blackboard Required Reading: Lilley et al. - Chapter 1: The Nursing Process and Drug Therapy Required Reading: Lilley et al. - PPT Ch.1 Supplemental Reading: Getting to the Root of Med Errors Required Reading: Understanding Alberta's Drug Schedules: https://pharmacists.ab.ca/nPharmacistResources/ABDrugSchedules.aspx Required Reading: Lilley et al. - Chapter 2: Pharmacology Principles Required Reading: Lilley et al.-Chapter 2-PPT Supplemental Reading: Article: Reviewing Drug Interactions Supplemental Reading: Canadian Trade and Generic Equivalents Learning Activity: Principles of Clinical Pharmacology Learning Activity: First Pass Metabolism Required Reading: Lilley et al. - Chapter 3 - Lifespan Considerations Required Reading: Lilley et al.-Chapter 3-PPT Supplemental Reading: Beers List-Inappropriate Meds for the Elderly Supplemental Reading: MotheRisk Learning Activity: Videos: Med Challenges in the Elderly – Part 1 and 2 Test your knowledge of Unit 1 in Clinical Connections. Complete and post the assigned questions for Unit 1; Chapters 1, 2, 3, AB Drug Schedules. [Discussion Forum]	

<p>4 Jan 26- Feb 1st.</p>	<p><u>Drugs affecting the CNS</u></p> <p>Drugs for Anxiety, Emotional, and Mood Disorders</p> <p>Stimulants</p> <p><u>Drugs affecting the Autonomic Nervous System</u></p>	<p>Required Reading: Lilley et al. -Chapter 15: Psychotherapeutic Agents Required Reading: Lilley et al. -Ch.15-PPT Learning Activity: Psychotropic Meds and Neurotransmitters</p> <p>Required Reading: Lilley et al. -Chapter 16: CNS Stimulants Required Reading: Lilley et al. -Ch.16-PPT</p> <p>Required Reading: Lilley et al. -Chapter 17: Adrenergic Drugs Required Reading: Lilley et al. -Ch.17-PPT</p> <p>Test your knowledge of Unit 4 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 4; Chapters 15, 16, 17. [Discussion Forum]</p>	<p>Quiz #2 – [Content: Unit 3 and 4]. Available February 1st 0800hrs- February 4th 2400hrs. [Quizzes and Final Exam]</p>
<p>5 Feb 2-8th.</p>	<p><u>Drugs affecting the Autonomic Nervous System</u></p>	<p>Required Reading: Lilley et al. -Chapter 19: Cholinergic Drugs Required Reading: Lilley et al. -Ch.19-PPT Learning Activity: Neuromuscular Blockers</p> <p>Required Reading: Lilley et al. -Chapter 20: Cholinergic-Blocking Drugs Required Reading: Lilley et al. -Ch.20-PPT</p> <p>Test your knowledge of Unit 5 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 5; Chapters 19, 20. [Discussion Forum]</p>	
<p>6 Feb 9-14th.</p>	<p><u>Drugs affecting the Cardiovascular and Renal systems</u></p> <p>Drugs for Angina, MI and CVA</p>	<p>Required Reading: Lilley et al. -Chapter 21: Positive Inotropic Agents Required Reading: Lilley et al. -Ch.21-PPT</p> <p>Required Reading: Lilley et al. -Chapter 22: Antidysrhythmic Agents Required Reading: Lilley et al. -Ch.22-PPT Learning Activity: X-Word</p>	<p>Quiz #3 – [Content: Unit 5 and 6]. Available February 14th 0800hrs- February 18th 2400hrs. [Quizzes and Final Exam]</p>

		<p>Required Reading: Lilley et al. -Chapter 23: Anti-anginal Agents Required Reading: Lilley et al. -Ch.23-PPT</p> <p>Test your knowledge of Unit 6 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 6; Chapters 21, 22, 23. [Discussion Forum]</p>	
Feb 15 th .		Family Day – No Classes.	
7 Feb 16-22 nd .	<p><u>Drugs affecting the Cardiovascular and Renal system</u></p> <p>Drugs for Hypertension</p> <p>Diuretics</p>	<p>Required Reading: Lilley et al. -Chapter 24: Antihypertensive Agents Required Reading: Lilley et al. -Ch.24-PPT Supplemental Reading: Canadian Hypertension Society Learning Activity: Antihypertensive Drugs</p> <p>Required Reading: Lilley et al. -Chapter 25: Diuretic Agents Required Reading: Lilley et al. -Ch.25-PPT Learning Activity: Diuretic Action in the Kidney</p> <p>Test your knowledge of Unit 7 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 7; Chapters 24, 25. [Discussion Forum]</p>	<p>Complete Mid-term Self-Evaluation [Self-Evaluations]</p>
8 Feb 23 rd – March 1 st .	<p><u>Drugs affecting the Cardiovascular and Renal systems</u></p> <p>Drugs for Coagulation Disorders</p> <p>Drugs for Lipid Disorders</p>	<p>Required Reading: Lilley et al. -Chapter 27: Coagulation Modifiers Required Reading: Lilley et al. -Ch.27-PPT Learning Activity: Coagulation Made Easy-PPT Learning Activity: Coumadin Introduction</p> <p>Required Reading: Lilley et al. -Chapter 28: Antilipemic Agents Required Reading: Lilley et al. -Ch.28-PPT Supplemental Reading: Canadian CV Society Position Statement [Units]</p> <p>Test your knowledge of Unit 8 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 8; Chapters 27, 28. [Discussion Forum]</p>	<p>Quiz #4 – [Content: Unit 7 and 8]. Available March 1st 0800hrs – March 4th 2400hrs. [Quizzes and Final Exam]</p>
9 March 2-4 th and 13 th – 15 th .	<p><u>Drugs affecting the Endocrine System</u></p> <p>Drugs for Thyroid Disorders</p>	<p>Required Reading: Lilley et al. -Chapter 30: Thyroid and Antithyroid Agents Required Reading: Lilley et al. -Ch.30-PPT</p>	

	<p>Drugs for Fungal Infections</p> <p>Drugs for Inflammation and Rheumatic Conditions.</p>	<p>Supplemental Reading: TB Fact Sheet</p> <p>Required Reading: Lilley et al. -Chapter 40: Antifungal Agents Required Reading: Lilley et al. -Ch.40-PPT Learning Activity: Video: Anti-infective Medication Therapy: Antifungal, Antiviral, and Antitubercular Agents</p> <p>Required Reading: Lilley et al. -Chapter 43: Anti-inflammatory, Antirheumatic, and Related Agents. Required Reading: Lilley et al. -Ch.43-PPT</p> <p>Test your knowledge of Unit 11 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 11; Chapters 39, 40, 43. [Discussion Forum]</p>	
<p>12</p> <p>March 30th - April 1st.</p> <p>April 3rd – April 5th.</p>	<p><u>Drugs affecting the Gastrointestinal system</u></p>	<p>Required Reading: Lilley et al. -Chapter 49: Acid-Controlling Agents Required Reading: Lilley et al. -Ch.49-PPT</p> <p>Required Reading: Lilley et al. -Chapter 50: Antidiarrheals and Laxatives Required Reading: Lilley et al. -Ch.50-PPT</p> <p>Required Reading: Lilley et al. -Chapter 51: Anti-emetic and Antinausea Agents Required Reading: Lilley et al. -Ch.51-PPT Supplemental Reading: Antiemetics article Supplemental Reading: Chemo Induced Nausea</p> <p>Test your knowledge of Unit 12 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 12; Chapters 49, 50, 51. [Discussion Forum]</p>	<p>Quiz #6 – [Content: Unit 11 and 12]. Available April 5th 0800hrs- April 8th 2400hrs. [Quizzes and Final Exam]</p>
<p>April 2nd.</p>		<p>Good Friday – No Classes.</p>	
<p>13</p> <p>April 6-12th.</p>	<p><u>Miscellaneous Therapeutics: Dermatological, Ophthalmic, and Otic Agents</u></p> <p>Drugs for Skin Disorders</p> <p>Drugs for Eye and Ear Disorders</p>	<p>Required Reading: Lilley et al. -Chapter 55: Dermatological Agents Required Reading: Lilley et al. -Ch.55-PPT Learning Activity: Dermatological Preparations Quiz - PPT</p> <p>Required Reading: Lilley et al. -Chapter 56: Ophthalmic Agent Required Reading: Lilley et al. -Ch.56-PPT Learning Activity: Ophthalmic Preparations Quiz - PPT</p>	<p>Complete Final Self-Evaluation [Self-Evaluations].</p> <p>Complete Course Evaluation [Questionnaires]</p>

		<p>Required Reading: Lilley et al. -Chapter 57: Otic Agents Required Reading: Lilley et al. -Ch.57-PPT Learning Activity: Otic Preparations Quiz - PPT</p> <p>Test your knowledge of Unit 13 in Clinical Connections.</p> <p>Complete and post the assigned questions for Unit 13; Chapters 55, 56, 57. [Discussion Forum]</p>	
14+	FINAL EXAMINATION	<p>Final Exam: It will be available for 13 days, but once you log on, you will have 1 hour 45 minutes to complete it. You cannot partially complete it and return later. You should also ensure you regularly save the answers. When completed, you will submit it on-line. Your grade will be automatically entered into the Blackboard grade book.</p>	<p>This exam can be taken anytime from 0800 April 17th to 2400hrs April 29th. [Quizzes and Final Exam].</p>