



## Los Angeles Mission College – Fall 2019

### Pharmacy Technician 029 (Body System I) Syllabus, 3 Units

Instructor: Dr. Elham Lavy	Course Name: Pharmacy Technician 029 (Body System I), 3 units, 08/26/19 to 10/20//2019
Phone: TBA Email: lavye@lamission.edu	Semester: Fall 2019 Section Number: 20123
Office Hours: Monday: 12:20pm-12:50pm	Class Time: <b>Monday &amp; Wednesday</b> <b>Lecture: 09:00am -12:20 pm</b>
Office Location: INST 2017	Classroom: INST 2017

**Course description:** Students will learn the indications, dosage, and adverse effects of prescription medications, nonprescription medications, and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will master an understanding of basic anatomy, physiology, pharmacology, and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied. Advisory: English 28 or ESL 8

#### Student Learning Outcome:

1. Evaluate the indication, adverse effects, interactions of prescription medications used to treat diseases that affect various body systems.
2. Interpret medical terminology and abbreviations when reviewing the prescription orders.

#### Required Books:

-Mosby's Pharmacy Technician: Principles and Practice-5th Edition

ISBN-13: 978-0-323-44356-2

Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice-5<sup>th</sup> Edition

#### Classroom Rules:

1. No cell phone use is permitted during the class session. All cell phones should be switched off or silenced and only kept in students' bags during the class.
2. Listening to music is not permitted during the class.
3. Use of internet and computers to browse websites during the class is not permitted. The only use of computers should be for note taking or looking at the lecture slides.
4. Students are not allowed to talk to each other during the lecture.
5. Recording is not permitted in the class.
6. **Students are responsible to know or get information from someone for any changes about the date of exams, quizzes, home works or papers announced in the class.**

## ADD/DROP DATES

Last date to enroll with a permission number 09/03/2019  
Last date to drop this class without a "W" 09/03/2019  
Last date to drop with a "W" 10/06/2019

If you stop attending a class (or wish to drop a class) **YOU MUST DROP THE CLASS YOURSELF** Failure to do so may result in a grade of "F" in that class.

### Methods of Evaluation:

6 Homework (Assignment) (5 points each)	30 points
6 Quizzes (25 points each)	150 points
Final Exam: (50 questions, each question 2 points)	100 points
Research Paper	5 points
Total points:	285 points

**Grading Scale:** A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: <60%

### Cheating:

Cheating and plagiarism in any form will result in an automatic F and dismissal from the course.

**Students are responsible for any admission due dates (add, drop, drop with W, etc). Please ask your questions from school admission office and be aware of your status in the class.**

### Students with Disabilities:

Students with disabilities are encouraged to contact Disabled Student Programs & Services (DSPS) to find out what services and accommodations are available.

**"LAMC students with verified disabilities who are requesting academic accommodations should use the following procedure:"**

- **Step 1:** Obtain documentation of your disability from a licensed professional. You may contact DSP&S to request a [Disability Verification Form](#).
- **Step 2:** Make an appointment to meet with a DSP&S counselor or specialist to review your documentation and discuss reasonable accommodations. To schedule a meeting, please call DSP&S at (818) 368-7732.
- **Step 3:** Bring your disability documentation to your DSP&S appointment. The DSP&S office is located in room 1018 of the Instructional Building.
- **Step 4:** Each semester, obtain an Accommodation Letter from the DSP&S to present to your instructor.

### ATTENDANCE:

You are responsible for all information and instructions given in class. Attendance will be taken at the beginning and the end of the class. A student, who misses three class sessions or is tardy three times/leaves early, unexcused, is subject to receiving a Failing Grade or may be dropped if there is no communication with the instructor regarding the absence/tardy.. Students should let the instructor know about their absence/tardy. **Stop coming to the class does not mean that you are automatically dropped. It is your responsibility to officially withdraw from the class if you decide to do so.**

### PROFESSIONALISM

The educational process is directed at assisting the student acquiring the skills necessary to become competent health care professionals. To this end, students must exhibit affective behaviors consistent with those required to acquire and maintain employment and function effectively as part of the healthcare team.

Professionalism is defined as "professional character, spirit, or methods. The standing, practice, or methods of a professional, as distinguished from an amateur."

1. Utilizing communication skills that are appropriate and effective in relating to patients, peers, faculty and staff;
2. Conducting oneself in a manner considered appropriate, legal and ethical by members of the health care profession;
3. Assuming responsibility for one's academic and professional development;
4. Complying with the departmental policies and procedures as listed in the college catalog.

Examples to assist in interpretation of the preceding requirements include, but are not limited to the following:

1. Students are expected to assume responsibility for seeking assistance from faculty if academic, professional, or personal problems interfere with their educational process.
2. Communication between students and patients, peers, and faculty shall demonstrate maturity and responsiveness to the needs of others.
3. Academic integrity is expected in all healthcare classes at LAMC and failure to comply may result in dismissal from the program.
4. Students are required to assume responsibility for purchasing instruments, supplies, scrubs, shoes, lab coats, and textbooks, etc., and to pay fees and dues associated with program activities.
5. The student should exemplify the image of health, cleanliness and professional appearance. A person who looks like they care about themselves looks like they care about others.

Professional attire is the responsibility of each student. Professional clothing is conservative, clean, well-pressed, color-coordinated, neat and in good taste.

### **ILLEGAL PRACTICE**

Any student who practices as a licensed Pharmacy Technician without licensure is engaged in an illegal practice. Dismissal from the training program will result if a student participates in the illegal practice.

### **Quiz/Tests**

- There will be **no make up with exception of documented** emergency or official excused absences (example: doctor's document, Jury duty document or any other proof of emergency situation). It is the responsibility of the student to notify the instructor within 24 hours and present her with required documents. The approval to make-up the exam is at instructor's discretion or the instructor may decide to use the percentage earned on the next examination counted for that missed score. Students will not receive any points for missed and unexcused exam(s). Students should arrange all personal, family, and vacation plans accordingly. These occasions are not considered as excused absences.
- Quizzes and final are given in class.
- Students must bring their own 100 item Scantron No.882-E and #2 pencils for in-class quizzes or exams.
- Content of quizzes is based on lecture objectives and may be based on related material from prerequisite and concurrent courses.
- The Final score will be rounded as follows: <50 =F, 50-59.9 =D, 60-69.9 =C, 70-79.9 =B, 80-89.9 =A.
- Quiz/test review will be done next session after the exam. Scantrons will be returned to students during the review and again will be collected by the end of the review. **No note taking/pen/ pencil or cell phone is allowed during quiz or exam review.**
- Any discrepancies should be discussed with the instructor during office hours or via email **within the week the quiz was given and no later time.**
- Students should write their names with pen on scantron and have their signature on the scantron with pen otherwise any discrepancies are the students' responsibilities.

- Any written exam should be answered and signed by students with pen. Students might use the scratch paper first and write the final answer with pen on the exam paper.

### **Canvas:**

- 1) Students must regularly visit their Canvas page to access their homework, handouts and study aid material as well as taking their digital badges test on the last day of class.
- 2) In order to log in to your canvas page go to: <https://ilearn.laccd.edu/login/canvas>. Use the same user name and password as you college log in (UN: student ID, PW: mmdd of your birth if you have not changed it yet).
- 3) There are self-paced resources available for students on LAMC web page to learn how to learn with Canvas. Also students are encouraged to watch the video through the following link <https://community.canvaslms.com/videos/1124>
- 4) All the announcements will be on canvas, it is students' responsibility to login to canvas on daily bases and be aware of any announcement in the class. It's students' responsibility to be aware of the announcement and follow them thoroughly. Any missing announcements by student(s) that cause them not to follow up a requirement on time will be students' own responsibility.

### **Homework/required assignments:**

All assignments should be turned in **exactly on the due dates**.

Students should turn the homework/assignments in hard copy. **NO email will be acceptable.** Detailed instruction will be provided in the class.

### **General Comments and Suggestions**

- There is no easy way – you must study to succeed. If you are not prepared to study this semester, that is OK. Just wait until you have enough time to devote to this course.
- You must read the textbook in this class. You will not remember it all the first time through. That is what lecture is meant to be! (1) Read text (2) attend lecture (3) study the text and lecture notes.

Do not fall behind! This is a fast-paced course that covers a lot of material with relatively few class meetings. Seek help before you begin to get in trouble.

- Come to class prepared! This cannot be overemphasized. Casually reading the text before the lecture can help. Lectures are intended to assist you in organizing and understanding material that can be detailed and complex. Becoming familiar with the vocabulary and the concepts will make the lectures much more interesting and instructional.
- Work together! Form study group! We get together twice each week and in the laboratory so that classmates and lab partners can assist one another in learning physiology. Come to class prepared to learn and seek the assistance of others during labs.
- Ask questions! There is no such thing as a stupid question. The chances are that if you do not understand something, 80% of the class is sitting there as ignorant as you and is waiting for someone to ask. We have all been confused at some point, so speak up!

**Lecture Schedule**  
**Pharmacy Technician 029 (Body System I) – Fall 2019**

Week	Topics	Assignments
1	<u>Monday 08/26</u> <ul style="list-style-type: none"> <li>• Introduction &amp; Review syllabus and course</li> <li>• Lecture: Musculoskeletal system &amp; Medications</li> </ul>	Read Ch.19: Therapeutic Agents for the Musculoskeletal System Read Drug List (Appendix B) Workbook Ch.19 Top 200 medications
	<u>Wednesday 08/28</u> <ul style="list-style-type: none"> <li>• Lecture: Musculoskeletal System &amp; medication</li> <li>• Drug List (Appendix B top 200 prescription drugs)</li> <li>• Workbook</li> </ul>	
2	<u>Monday 09/02</u> <b>School Closed (labor day)</b>	<b>Read Ch. 19 for Quiz#1</b> <b>Assignment#1(Ch.19) due Wednesday 09/04</b> <b>Quiz#1 (Ch. 19) Wednesday 09/04</b> Read Ch20: Therapeutic Agents for the Cardiovascular System Top 200 medications
	<u>Wednesday 09/04</u> <ul style="list-style-type: none"> <li>• <b>Quiz #1 (Ch.19)</b></li> <li>• Cardiovascular system &amp; medications</li> <li>• Lecture: Cardiovascular System</li> <li>• Drug List (Appendix B)</li> <li>• Workbook</li> </ul>	
3	<u>Monday 09/09</u> <ul style="list-style-type: none"> <li>• Cardiovascular system &amp; medications ( Read Ch. 20)</li> <li>• Drug list Appendix B</li> <li>• Work book</li> </ul>	Read Ch.20: Therapeutic Agents for the cardiovascular System Read Drug List (Appendix B) Workbook Ch.20 Top 200 medications <b>Assignment#2 (Ch.20) due Wednesday 09/11</b> <b>Read Ch.20 for Quiz#2 (Ch.20) Wednesday 09/11</b>
	<u>Wednesday 09/11</u> <ul style="list-style-type: none"> <li>• <b>Quiz # 2 (Ch.20)</b></li> <li>• Lecture: Respiratory System</li> <li>• Drug List</li> <li>• Workbook</li> </ul>	
4	<u>Monday 09/16</u> <ul style="list-style-type: none"> <li>• Lecture Ch.21: Therapeutic Agents for the respiratory System</li> <li>• Read Drug List (Appendix B)</li> <li>• Workbook Ch.21</li> </ul>	Read Ch.21: Therapeutic Agents for the Respiratory System Read Drug List (Appendix B) Workbook Ch.21 Top 200 medications  <b>Assignment#3 (Ch.21)</b> <b>Read Ch.21 Quiz#3(Ch.21)</b>
	<u>Wednesday 09/18:</u> <b>Quiz#3 (Ch.21)</b>	

5	<u>Monday 09/23</u>	<ul style="list-style-type: none"> <li>Lecture: Ch. 23: Therapeutic Agents for the renal system</li> </ul>	Read Ch.23: Therapeutic Agents for the Renal System Read Drug List (Appendix B) Top 200 medications
	<u>Wednesday 09/25</u>	<ul style="list-style-type: none"> <li><b>Quiz#4 (Ch.23)</b></li> <li>Lecture: Eyes, Ears, Nose, Throat</li> <li>Drug List (Appendix B)</li> <li>Workbook</li> </ul>	<b>Assignment#4 (Ch.23) due Wednesday 09/25</b> <b>Read Ch.23 for Quiz #4 (Ch.23) Wednesday 09/25</b> Read Ch.26 Therapeutic Agents for the Eyes, Ears, Nose, Throat Read Drug List (Appendix B) Workbook Top 200 medications
6	<u>Monday 09/30</u>	<ul style="list-style-type: none"> <li>Lecture Ch.26: Therapeutic Agents for the eyes, ears, nose, throat</li> <li>Drug List (Appendix B)</li> <li>workbook</li> </ul>	
	<u>Wednesday 10/02</u>	<ul style="list-style-type: none"> <li><b>Quiz#5 (Ch.26)</b></li> <li>Lecture: Hematologic System &amp; Medications</li> <li>Drug List (Appendix B)</li> <li>Workbook</li> </ul>	<b>Assignment#5 (Ch. 26) due Wednesday 10/02</b> <b>Read Ch. 26 for Quiz #5 (Ch.26) Wednesday 10/02</b> Read Drug List (Appendix B) Workbook Top 200 medications
7	<u>Monday 10/07</u>	<ul style="list-style-type: none"> <li>Lecture: Ch.28 Therapeutic Agents for the Hematologic System</li> <li>Appendix B</li> <li>Workbook</li> </ul>	Review and Read Drug List (Appendix B) Review and Read all the chapters for final exam Top 200 medications
	<u>Wednesday 10/09</u>	<ul style="list-style-type: none"> <li><b>NO CLASS</b></li> <li>Drug List (Appendix B)</li> <li>Discussion Final Exam</li> </ul>	
8	<u>Monday 10/14</u>	<ul style="list-style-type: none"> <li><b>Quiz#6 (Ch.28)</b></li> <li>Review for final exam</li> <li><b>Research Paper due</b></li> </ul>	<b>Assignment # 6 (Ch.28) due 10/14</b> <b>Quiz #6 (Ch.28) 10/14</b>  Review for final exam Review and Read Drug List (Appendix B) Review and Read all the chapters for final exam Top 200 medications
	<u>Wednesday 10/16</u>	<ul style="list-style-type: none"> <li><b>Final Exam (Ch.19,20,21,23,26,28)</b></li> </ul>	<b>Final Exam (Ch.19,20,21,23,26,28)</b>

**Code of Honor and Integrity**  
**Los Angeles Mission College**  
**Department of Life Sciences**

Students at Los Angeles Mission College, because they are members of an academic community dedicated to the achievement of excellence and the pursuit of honor, are expected to meet high standards of personal, ethical, and moral conduct. These standards require personal integrity and a commitment to honesty without compromise. Without the ability to trust in these principles, an academic community and a civil society cannot exist. Los Angeles Mission College students and faculty are as committed to the development of students with honesty and integrity as they are to the academic and professional success of its students.

The Code of Honor and Integrity is an undertaking of the students, first and foremost, both individually and collectively, that they will:

1. not give or receive dishonorable aid during exams, quizzes or assignments
2. do their share and take an active part in seeing to it that fellow students, as well as themselves, uphold the spirit and letter of the Code of Honor and Integrity.

Some examples of conduct that are regarded as being in violation of the Honor Code include:

- Copying from another's examination or quiz, or allowing another to copy from one's own papers
- Using any unpermitted source of information, human or other, during an exam, quiz or assignment that influences the grade; this includes the use of technological devices
- Any student-to-student collaboration that is unpermitted
- Plagiarism (plagiarism is defined as the use, without giving reasonable and appropriate credit to, or acknowledging the author or source, of another person's original work)
- Representing as one's own work as the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid is not permitted

As a part of the effort to promote an environment of honesty and integrity during quizzes and examinations, the following guidelines will apply for any courses in the Department of Life Sciences:

1. Students will leave all books and all other non-essential items (e.g. paper, electronic devices) on the floor so that they are not useable nor block the sight line between professor and student. No electronic devices will be in reach.
2. Students will not communicate in any way that will dishonorably assist themselves or another student.
3. Students will leave the room during an exam only if permitted by the professor's policy. If permitted, only one student may leave the room at any time and be gone for only the average length of time needed for the stated purpose. Students will leave all purses, bags, books, phones, jackets, etc., in the classroom during the absence.
4. Students will promote the spirit and letter of the Code of Honesty and Integrity by dissuading fellow students from dishonest activity and, when such casual persuasion does not work, informing the professor of the possible dishonest activity, either anonymously, or otherwise.
5. Students will make every effort to avoid even the appearance of dishonesty or lack of integrity

Violation of this policy will not be tolerated and violators will be subject to severe penalties. The success of the Code of Honor and Integrity is based upon the collective desire of students, faculty and the community to live in an environment that embraces respect for that which is right – both in the college and in society as a whole.