



Los Angeles Mission College – Fall 2019

Pharmacy Technician 023 (Introduction to Pharmacy) Syllabus, 2 Units

Instructor: Dr. Elham Lavy	Course Name: Pharmacy Technician 023, (Introduction to Pharmacy), 2 units, 10/21/19 to 12/15//2019
Phone: TBA Email: lavye@lamission.edu	Semester: Fall 2019 Section Number: 20124
Office Hours: Monday: 11:05am to 11:35am	Class Time: Monday & Wednesday Lecture: 09:00am -11:05am
Office Location: INST 2017	Classroom: INST 2017

Course description Examines the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice. Advisory: English 28 or ESL 8

Student Learning Outcome:

1. Identify and assess the responsibilities of a pharmacy technician. 2. Interpret the laws and ethics in pharmacy practice.

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-5th 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	10/27/2019
Last date to drop this class without a "W"	10/27/2019
Last date to drop with a "W"	12/01/2019

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)	<u>30 points</u>
6 Quizzes (25 points each)	<u>150 points</u>
Research Paper	5 points
Final Exam: (50 questions, each question 2 points)	<u>100 points</u>

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.

Group Presentation:

Each group is responsible to present the assigned chapters to the class in power point format. The assignment has to be done in a group work. Each group submit one assignment with all the group member power points on the day that is indicated on the syllabus.

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, excused or unexcused, is subject to receiving a Failing Grade or may be dropped. 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.**

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, 58.8 and above =D, 68.8 and above =C, 78.8 and above =B, 88.8 and above =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 sign by students with pen. Students might use the scratch paper first and write the final answer with pen on the exam paper.

The exam will be given in certain amount of time, in case if any student shows up late there will be no extra time for the student to take the exam. The exam will be turned in exactly at the certain assigned time

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>

Homework/required assignments:

All assignments should be turn in **exactly on the due dates**. Any late homework or assignments will result the score of zero for that particular assignment(s). **NO PARTIAL CREDIT** will be given.

Students should turn the homework/assignments in hard copy. **NO email will be acceptable**. All home works should be in **handwriting** (except people with hand problem, showing the doctor's note/document) as it will be described in details 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 023 – Fall 2019

Week	Topics	Assignments
1	<u>Monday 10/21</u> <ul style="list-style-type: none"> • Introduction & Review syllabus and course • Ch. 2 : Pharmacy law, ethics, and regulatory agencies 	HIPPA Read Ch.2: Pharmacy Law, ethics, and regulatory Read Drug List (Appendix B) Workbook Ch.2
	<u>Wednesday 10/23</u> <ul style="list-style-type: none"> • Ch. 2 : Pharmacy law, ethics, and regulatory agencies • Drug List (Appendix B top 200 prescription drugs) • Workbook 	
2	<u>Monday 10/28</u> Quiz#1 (Ch. 2)	Assignment#1(Ch.2) Quiz#1 (Ch. 2) Read Ch3 : Competencies, associations, and settings for technicians
	<u>Wednesday 10/30</u> <ul style="list-style-type: none"> • Ch. 3: Competencies, associations, and settings for technicians • Drug List (Appendix B) • Workbook 	
3	<u>Monday 11/04</u> <ul style="list-style-type: none"> • Quiz#2 (Ch.3) • Drug list Appendix B • Work book 	Assignment#2 (Ch.3) Read Ch.3 for Quiz#2 Read Ch.5: Dosage forms and routes of administration Read Drug List (Appendix B) Workbook Ch.
	<u>Wednesday 11/06</u> <ul style="list-style-type: none"> • Ch. 5: Dosage forms and routes of administration • Drug List • Workbook 	
4	<u>Monday 11/11</u> SCHOOL CLOSED: Veteran's day	Assignment#3 (Ch.5) Read Ch.5 Quiz#3(Ch.5) Read Ch.7 : Drug information references Read Drug List (Appendix B)
	<u>Wednesday 11/13</u> <ul style="list-style-type: none"> • Quiz#3 (Ch.5) • Ch.7: Drug information references • Drug List (Appendix B) • Workbook 	
5	<u>Monday 11/18</u> <ul style="list-style-type: none"> • Ch.7: Drug information references • Drug List (Appendix B) • Workbook • Read Drug List (Appendix B) • Workbook 	

	<u>Wednesday 11/20</u> <ul style="list-style-type: none"> • Quiz #4 (Ch. 7) • Ch.8: Community Pharmacy Practice • Drug List (Appendix B) • Workbook 	Assignment#4 (Ch.7) Read Ch.7 for Quiz #4 Read Ch.8 Community pharmacy practice Read Drug List (Appendix B) Workbook
6	<u>Monday 11/25</u> <ul style="list-style-type: none"> • Ch.8: Community Pharmacy Practice • Drug List (Appendix B) • Workbook • Drug List (Appendix B) • workbook 	Assignment#5 (Ch. 8) Read Ch. 8 for Quiz #5 (Ch.8) Read Drug List (Appendix B) Workbook Read Ch. 14 : Medication safety and error prevention
	<u>Wednesday 11/27</u> <ul style="list-style-type: none"> • Quiz#5 (Ch.8) • Ch.14: medication Safety and error prevention • Drug List (Appendix B) • Workbook 	
7	<u>Monday 12/02</u> <ul style="list-style-type: none"> • Ch.14: medication Safety and error prevention • Drug List (Appendix B) • Workbook • Appendix B • Workbook 	Assignment # 6 (Ch.14) Quiz #6 (Ch.14) Review and Read Drug List (Appendix B) Review and Read all the chapters for final exam
	<u>Wednesday 12/04</u> <ul style="list-style-type: none"> • Quiz# 6 (Ch.14) • Workbook and Appendix B 	
8	<u>Monday 12/09</u> <ul style="list-style-type: none"> • Review for Final • Research paper Due 	Final Exam (Ch.2,3,5,7,8,14)
	<u>Wednesday 12/11</u> <ul style="list-style-type: none"> • Final Exam (Ch.2,3,5,7,8,14) 	

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.