

PHARMACY YEAR 2

Pharmacy Technician A comprehensive approach II

Spring Semester 2020- 2021

Course Syllabus

A. COURSE DESCRIPTION

This is a four-credit course called “Mesleki İngilizce4 – Occupational English 4”. It includes 2 class-hours of live-sessions through **Microsoft Teams** and 2 hours worth of online self-study on Cengage Brain LMS platform per week. The course focuses on the use of Pharmacy English, terminology and professional jargon.

Course textbooks and materials:

1. Jahangir Moini, Pharmacy Technician: A comprehensive approach. Cengage, USA: Boston.
2. Student Companion Website: practice exams.

The textbook is not provided to students, rather students should purchase the access code for the digital book online to get access to the online materials.

B. COURSE OBJECTIVE

This course is planned to be taught to sophomore students of the School of Pharmacy in the Academic Year of 2020-2021. The course tools and objectives are set as the following:

- The reading content of this course has the foundational information students must learn to be successful communicators in pharmacy profession.
- The live-sessions are to provide students with listening and speaking practice in a medical context.
- The knowledge Checks allow the students to assess their understanding of concepts in smaller chunks during chapter reading.
- The Flashcards let students study in a way that doesn't count toward their grades.
- The Final Exam is to measure how well the student mastered the material after completing each Mindtap Chapter.

C. Course Content

In response to the current needs of Pharmacy students, it is planned to apply an introduction to the concept of thinking like a health care professional together with a variety of health related texts and practice exercises.

- Prescriptions and Processing.
- Dosage Forms and Routes of Administration
- Measurement System

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- Safety in the workplace.
- Medication Errors and Safety
- Drug Actions and Interactions
- Complementary and Alternative Medicine.

D. Course Requirements

1. It is compulsory for the student to purchase the required course book for the course and do all the required course work.

2. Attendance to live sessions and active class participation are required. **Students must attend 70% of the online live sessions in one semester.** Those who don't will fail and repeat the course next year regardless what scores they achieved in the exams.

3. Students are expected to log-in on time and leave only at the end of the live sessions. Attendance will be taken by **Microsoft Teams** during each session. If a student is absent, s/he is still responsible for all the class work covered during absence(s) and assignments.

4. Students should read every chapter prior to the live session for the planned week. Students also must complete and finish all online assignments on Cengage MindTap LMS platform on time, on the exact due date. Late assignment(s) will not be accepted and the system will be inaccessible after the deadline.

5. There will be **two** 10 to 15 minute office hours per week. Students who have any questions regarding the live sessions, online assignments and coursework can schedule a meeting with their instructors. However, when there is a problem that the majority of the students face, instructors will use that allocated office hour time for a meeting with all of his/her students.

6. Student-Instructor Communication: Contact the instructors via the institutional email and Microsoft Teams chat only within office hours. Instructors are not required to respond to mails or messages outside of office hours (08:30 - 17:30) and on weekends.

E. Testing and Evaluation

Grading is in accordance with University policy and based on the following criteria:

- **There is 1 midterm exam and 1 final exam per semester which are conducted through KEYPS. Online Self-study Assignments on MindTap and In-Class Quizzes during live-sessions are also part of the evaluation.**
- There will be no make-up exams for online quizzes. The students who cannot attend the midterm but have legit excuses such as an important health problem or the death of a 1st degree relative may take an excuse exam. In that case, the student must submit the related document of their excuse to Dean's Office on time (no later than 5 business days) and get an approval.

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- The students who fail the final exam can take the make-up exam at the end of the semester.
- Online self-study Assignments will be assigned weekly and In-Class Quizzes during the live-sessions will be done randomly. However, midterm, final and make-up exam dates are determined and announced by the Dean’s Office. The course instructors usually have no control over these exam dates.
- **The students who fail to attend more than 30% of the classes in one semester are not allowed to sit the final and /or make-up exams.** Those students who fail the course will repeat it next academic year. If a student who has failed the course due to his absences attends the final and/or make-up exam with or without the course instructor’s consent, his exam will not be graded. Such a student may also face a disciplinary proceeding.
- Cheating on exams will not be tolerated and those guilty of such will be penalized in accordance with the university policy.
- Midterms, Excuse Exams, Assignments and Quizzes are to be posted on OBS (Student Portal) within 14 calendar days.
- Final and Make-up Exams are to be posted on OBS (Student Portal) within 7 calendar days.
- **The following are the percentages of the exams that will be given in this course for the Fall semester:**

Mid-Term Exam	20%
Quizzes conducted in the live-sessions	10%
Self-Study progress on MindTap	10%
Final Exam	60%
Total:	100%

F. Rules for the Live-Sessions

- Students must log-in and be ready for the live session before it starts.
- After the first 15 minutes of each session those who are absent will be noted.
- Students should read the stated chapter for the week **prior** to the live session.
- Students must keep their cameras on during the live session.
- Do not interrupt or intrude your classmate as they speak.
- Unless you are assigned to a group for an activity, do not have side conversations.
- When you have a question, you can click on “Raise Your Hand” button on MS Teams.
- You can signal when you’ve finished a task or assignment.

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- Do not shout. DON'T TYPE IN ALL CAPITALS!
- Do not leave your computer unattended during a live session.
- All ethical rules and standards required for the face-to-face interaction are also applicable for live-sessions. Be careful with humor and sarcasm.
- Always make an effort to use proper punctuation, spelling and grammar.
- Do not post or share (even privately) inappropriate material.
- Follow instructions for Online Assignments and In-Class Quizzes/Activities meticulously.
- Above all, be as polite as you are in person

Course Pacing

Week/Date	Online session	Post- session self-study Assignments
Week 1 08.03.2021	Introduction Describing the Course Describing the Book (Pharmacy Technician: A comprehensive approach - Jahangir Moini)	Familiarize yourself with the materials on Mindtap
WEEK 2 15.03.2021	Chapter 6 Prescriptions and Processing	Knowledge Check 6.1 Chapter 6 Branching questions Chapter 6 Final Exam Counts towards grade Deadline 21.03.2021
WEEK 3 22.03.2021	Chapter 7 Dosage Forms	Knowledge Check 7.1 Chapter 7 Branching questions Counts towards grade Deadline 28.03.2021
WEEK 4 29.03.2021	Chapter 7 Routes of Administration	Chapter 7 Final Exam Counts towards grade Deadline 04.04.2021
WEEK 5 05.04.2021	Chapter 8 Measurement Systems	Knowledge Check 8.1,2 + Chapter 8 Branching questions Counts towards grade Deadline 11.04.2021
WEEK 6 12.04.2021	Chapter 8 Converting Within and between systems	Knowledge Check 8.3 + Chapter 8 Final Exam Counts towards grade Deadline 18.04.2021
WEEK 7 19.04.2021	Chapter 10 Safety in the workplace	Knowledge Check 10.1 + Chapter 10 Branching questions Chapter 10 Final Exam Counts towards grade Deadline 25.04.2021
Mid-term Exam	Mid-Term Exam 26.04.2021 - 07.05.2021	
WEEK 8 03.05.2021	Chapter 18 Medication Errors and Safety	Knowledge Check 18.1 + Chapter 18 Branching questions Counts towards grade Deadline 09.05.2021
WEEK 9 10.05.2021	Chapter 18 Medication Errors and Safety	Knowledge Check 18.2 + Chapter 18 Final Exam Counts towards grade Deadline 16.05.2021
WEEK 10 17.05.2021	Chapter 19 Drug actions and Interactions Pharmacokinetics & Pharmacodynamics	Knowledge Check 19.1 Counts towards grade Deadline 23.05.2021
WEEK 11 24.05.2021	Chapter 19 Drug actions and Interactions Mechanism & Causes of Drug Interaction	Knowledge Check 19.2 Chapter 19 Branching questions Counts towards grade Deadline 30.05.2021
WEEK 12 31.05.2021	Chapter 19 Drug actions and Interactions Patient variables that affect Drug interaction & Reducing the risk of Drug interaction	Knowledge Check 19.3,4 Chapter 19 Final Exam Counts towards grade Deadline 06.06.2021
Week 13 07.06.2021	Chapter 31 Complementary and Alternative medicine	Knowledge Check 31.1,2,3,4 Chapter 31 Branching questions Chapter 31 Final Exam Counts towards grade Deadline 18.06.2021
Week 14 14.06.2021	Revision	

28.06 - 9.07.2021

FINAL EXAMS NO CLASS