

West Los Angeles College
Department of Allied Health
Pharmacy Technician Program

XIII. METHODS OF INSTRUCTION:

Lectures, PowerPoint, discussions, and activities will be used as the methods of instruction in this course.

XIV. METHODS OF EVALUATION:

7 Quizzes 40%

Homework Assignments 10%

Final Exam 50%

Course Grades will be assigned based on the following scale:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59% and below = F

Lower than 60% is a non-passing grade and constitute failure in this course. A grade of "C" or higher is required for credit in the "credit/no credit" grading option.

XV. STUDENT RESPONSIBILITIES, POLICIES, AND ADVICE:

- Students are required to abide with the Student Code of Conduct and all College policies at all times. These policies may be found in the schedule of classes, course catalog, or online. **Remember:** Any disruptive behavior may result in exclusion from the class.
- Electronic devices (Cell phones, recording devices, iPods and Android tablets, etc.) **MAY** be used to assist students in the learning process **ONLY AT THE INSTRUCTOR'S DISCRETION**, the above devices can be used based on a semester by semester basis due to students' level of respect and maturity. **ALL CELL PHONES ARE TO BE PLACED ON THE "VIBRATE" MODE WHILE IN CLASS...NO EXCEPTIONS!!!** If you are expecting an emergency call, please inform the instructor before class, and leave the classroom quietly when you receive the call.
- **It is in your best interest to attend every class.** Unexcused absences will be handled in accordance with WLAC's Attendance policy*. If it is necessary to miss a class for any reason,

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please inform the instructor ahead of time. Proper documentation will be required in order to have an excused absence.

- Exam material will come from anything and everything we cover in this course. Weekly exams and the Final exam are the property of the instructor. Copying questions from any exam **is an act of cheating...Plagiarism is an act of cheating!** Please use references for any ideas, words, sentences, phrases, and paragraphs that you borrow from another source.
- **You are to be in class on time and prepared!** All readings and homework assignments must be completed ahead of time. **ALL WORK WILL BE COLLECTED AT THE BEGINNING OF CLASS** unless otherwise stated by instructor.
- Students requiring modification/special accommodations should see the instructor to make appropriate arrangements as soon as possible. Students newly arriving to West Los Angeles College that are Foster Youth in need of resources should also meet with the instructor as soon as possible.
- Please note that make-ups will be administered at the discretion of the instructor, only when suitable documentation is available. If you know you will be absent, please inform the instructor ahead of time.

***Please be aware that attendance will affect your grade by 5% is deducted from your total grade for each unexcused absence. Three (3) unexcused tardies constitute one absence.**

XVI. COURSE CONTENT OUTLINE:

LECTURE SCHEDULE-Fall 2015

Note: The schedule is tentative, therefore, subject to change depending upon the class progress. You are responsible for all the announcement and materials covered during your absence.

Week	Lecture Topic	Reading Assignments & Homework
Wk 1 Wed 10/28 Fri 10/30	Syllabus: Introduction to the Course Lecture: Nervous System (Ch. 15) Medications	Reading: Ch. 15 Homework: Ch. 15 (WB)

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Wk 1 Wed 10/28 Fri 10/30	Quiz 1 Drug List Lecture: Endocrine System	Reading: Ch. 16 Homework Due: Ch. 15 (WB)
Wk 2 Wed 11/04 Fri 11/06	Lecture: Endocrine System Medications	Reading: Ch. 16 Homework: Ch. 16 (WB)
Wk 2 Wed 11/04 Fri 11/06	Quiz 2 Drug List Lecture: Gastrointestinal System	Reading: Ch. 20 Homework Due: Ch. 16 (WB)
Wk 3 Wed 11/11	HOLIDAY VETERANS DAY	NO SCHOOL
Wk 3 Wed 11/11 Fri 11/13	Quiz 3 Drug List Lecture: Reproductive System	Reading: Ch. 22 Homework Due: Ch. 20 (WB)
Wk 4 Wed 11/18 Fri 11/20	Lecture: Reproductive System Medications	Reading: Ch. 22 Homework: Ch. 22 (WB)
Wk 4 Wed 11/18 Fri 11/20	Quiz 4 Drug List Lecture: Immune System	Reading: Ch. 23 Homework Due: Ch. 22 (WB)
Wk 5 Wed 11/25	Quiz 5 Drug List	Reading: Ch. 23 Homework Due: Ch. 23 (WB)
11/26-11/29	THANKSGIVING BREAK	NO SCHOOL
Wk 6 Wed 12/02 Fri 12/04	Lecture: Ear, Nose, and Throat Medications	Reading: Ch. 24 Homework: Ch. 24 (WB)
Wk 6 Wed 12/02 Fri 12/04	Quiz 6 Drug List Lecture: Dermatologic System	Reading: Ch. 25 Homework Due: Ch. 24 (WB)
Wk 7 Wed 12/09 Fri 12/11	Lecture: Dermatologic System Medications	Reading: Ch. 25 Homework: Ch. 25 (WB)
Wk 7 Wed 12/09 Fri 12/11	Quiz 7 Drug List Discuss Final Exam	Homework Due: Ch. 25 (WB)
Wednesday 12/16	Review for Final Exam	
Friday 12/18	Final Exam for Chapters 15, 16,20, 23, 24, 25	

