



Course Specification of Community Pharmacy Practice (II)

I. Course Identification and General Information:						
1	Course Title:	Community Pharmacy Practice (II)				
2	Course Number & Code:	Ph2816				
3	Credit hours:	C.H				Total
		Theoretical	Practical	Training	Seminar	
		2	2		-	
4	Study level/ semester at which this course is offered:	Fourth year, second Semester				
5	Pre –requisite (if any):	Pharmaceutical Care (I) and Community Pharmacy Practice (I)				
6	Co –requisite (if any):	4 th level/ second semester				
7	Program (s) in which the course is offered:	Bachelor degree of pharmacy				
8	Department (s) in which the course is offered:	Pharmaceutics				
9	Language of teaching the course:	English				
10	Location of teaching the course:	Faculty of pharmacy – Sana'a University				
11	Prepared by:	Prof. Dr. Ahmed Mohamed Sabati				
12	Date of approval:					

II. Course Description:

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ا.د. القاسم محمد عباس

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ا.م.د. هدى العماد

عميد الكلية
د.خالد الشوية

رئيس القسم
ا.د. ماجد علوان

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The course includes the activities of the community pharmacist in processing prescription, care of patients or clinical pharmacy, monitoring and utilization, small-scale manufacture of medicines, responding to symptoms of minor ailments (OTC drug), informing health care professionals and the public health promotion. **Overall Aims of Course:**

Diagnose and treatment of some minor illness

III. Intended learning outcomes (ILOs) of the course:

At the end of this course, the students will be able to:

1. Identify the High-Risk Groups
2. Describe prescription and symptoms of some minor ailments.
3. Choose rationally the optimal adjuvant OTC drugs for some minor ailments
4. Differentiate the symptoms of different conditions
5. Relate the High-Risk Groups to OTC products.
6. Apply in practice setting the knowledge and understanding required to assess the pathogenesis, clinical features, management and treatment outcomes of some disorders
7. Diagnose and treat of some minor illnesses
8. Monitor and dispense the drug prescription
9. Manage the drug adverse effect or drug interaction.
10. Practice OTC For treat different conditions
11. Interact effectively with patients, the public and health professionals.
12. Reflect on the use of communication skills in counter prescribing.
13. Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems

IV. Intended learning outcomes (ILOs) of the course:

(A) Knowledge and Understanding:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **Knowledge and Understanding.**

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Program Intended Learning Outcomes (Sub-PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding	
After completing this program, students will be able to:		After completing this course, students will be able to:	
A1-	Recognize the principles of social, behavioral, health and, pharmaceutical sciences.	a1-	Identify the High-Risk Groups.
A3	Describe the general cellular, biochemical and physiological aspects of human body and recognize the pharmacokinetics, pharmacodynamics, disease pathophysiology, and pharmacogenetic of therapeutic agents to provide pharmaceutical care and facilitate management of	a2-	Describe prescription and symptoms of some minor ailments.
	patient's medication, rationalize drug use and overall health needs.		

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in and Understanding strategies/methods to be used completing this course, students will be able to:	Teaching Methods of	assessment Knowledge
a1- Identify the High Risk Groups.	Lectures methods , Computer based teaching and learning, group discussion, case study and tutorial exam. ailments.	Oral Exam, Quizzes, Attendance, Participation, Short answers, reports, homework, and Written
a2- Describe prescription and symptoms of some minor		

(B) Intellectual Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills

Program Intended Learning Outcomes (Sub- PILOs) in Intellectual skills	Course Intended Learning Outcomes (CILOs) of Intellectual Skills
After completing this program, students will be able to:	After completing this course, students will be able to:
B5- Interpret the prescriptions, patient and clinical data, Analysis all the encountered	b1- Choose rationally the optimal adjuvant OTC drugs for some minor ailments
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pharmaceutical problems and plan the strategies for their solution, to develop the health care products. **b2-** Differentiate the symptoms of different conditions

b3- Relate the High-Risk Groups to OTC products.
b4- Apply in practice setting the knowledge and understanding required to assess the pathogenesis, clinical features, management and treatment outcomes of some disorders

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Intellectual Skills.	Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to: b1- Choose rationally the optimal adjuvant sessions, brainstorming and minor ailments	Lectures methods, Group Discussion, Problem solving and Short answers, reports, OTC drugs for some	Oral Exam, Quizzes, Attendance, Participation,

b2-	Differentiate the symptoms of different conditions	Computer based teaching and learning	homework, and Written exam.
b3-	Relate the High-Risk Groups to OTC products.		
b4-	Apply in practice setting the knowledge and understanding required to assess the pathogenesis, clinical features, management and treatment outcomes of some disorders		

(C) Professional and Practical Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills			
Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills		Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
C4-	Provide patient-oriented pharmaceutical care by collaboration with other health care professionals to optimize therapeutic outcomes.	c1-	Diagnose and treat of some minor illnesses.
		c2-	Monitor and dispense the drug prescription.

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C5-	Conduct research studies and utilize the results in different pharmaceutical fields.	c3-	Manage the drug adverse effect or drug interaction.
		c4-	Practice OTC For treat different conditions
Teaching And Assessment Methods For Achieving Learning Outcomes:			
Alignment of Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Lectures methods Practical session, brainstorming, case study and group discussion	Practical works, homework, practical exam and practical reports.
c1-	Diagnose and treat of some minor illnesses.		
c2-	Monitor and dispense the drug prescription.		
c3-	Manage the drug adverse effect or drug interaction.		
c4-	Practice OTC For treat different conditions		

(D) General / Transferable Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **General and Transferable skills**

Program Intended Learning Outcomes (PILOs) in General / Transferable skills		Course Intended Learning Outcomes (CILOs) in General / Transferable skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
D1-	Practice independent learning needed for continuous professional development	d1-	Interact effectively with patients, the public and health professionals.
D4	Take responsibility for adaptation to change needs in pharmacy practice.	d2	Reflect on the use of communication skills in counter prescribing.
D5-	Apply information and communication technology and working effectively in a team.	d3	Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems.

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:

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Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Small group discussions, Tutorials and Practical session	Homework and reports.
d1-	Interact effectively with patients, the public and health professionals.		
d2	Reflect on the use of communication skills in counter prescribing.		
d3	Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems.		

V.	VI. Course Content:				
	1 – Course Topics/Items:				
	a – Theoretical Aspect				
Week	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Respiratory .T.I.	a2, a3,b1-3, c1-3, d1-3	OTC products for Allergy	1	2
2	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC products for Hay-fever	1	2
3	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC for Common cold	1	2

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4	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC products for Coughs	1	2
5	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC products for Sore Throat	1	2
6	Hemorrhoids	a2, a3,b1-3, c1-3, d1-3	OTC products for hemorrhoids	1	2
7	Skin Conditions	a2, a3,b1-3, c1-3, d1-3	OTC For athelot's foot.	1	2
8	Nappy rash	a2, a3,b1-3, c1-3, d1-3	OTC products For nappy rash	1	2
9	Candidiasis	a2, a3,b1-3, c1-3, d1-3	OTC For Candidiasis	1	2
10	Acne vulgaris	a2, a3,b1-3, c1-3, d1-3	OTC For Acne vulgaris	1	2
11	Acne vulgaris	a2, a3,b1-3, c1-3, d1-3	OTC For Acne vulgaris	1	2
12	Psoriasis	a2, a3,b1-3, c1-3, d1-3	OTC products for Psoriasis	1	2
13	Topical pain	a2, a3,b1-3, c1-3, d1-3	OTC For anesthetics	1	2
14	Topical pain	a2, a3,b1-3, c1-3, d1-3	OTC Oral analgesics	1	2
Number of Weeks /and Units Per Semester				14	28

Note: 2 practical hours equal one credit hour

b- Practical Aspect:				
Week	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
1	OTC products for Allergy	c1-4	1	2
2	OTC products for Hay-fever	c1-4	1	2

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3	OTC for Common cold	c1-4	1	2
4	OTC products for Coughs	c1-4	1	2
5	OTC products for Sore Throat	c1-4	1	2
6	OTC products for hemorrhoids	c1-4	1	2
7	OTC For athelot's foot.	c1-4	1	2
8	OTC products For nappy rash	c1-4	1	2
9	OTC For Candidiasis	c1-4	1	2
10	OTC For Acne vulgaris	c1-4	1	2
11	OTC For Acne vulgaris	c1-4	1	2
12	OTC products for Psoriasis	c1-4	1	2
13	OTC For anesthetics	c1-4	2	4
Number of Weeks /and Units Per Semester			14	28

I. a-Teaching strategies of the course:

Lecture method, Group Discussion, Problem solving sessions, case study, Computer based teaching and learning, tutorials, brainstorming and Practical sessions.

b- Assessment Methods:

Quizzes, Attendance, Participation, Short answers, reports, homework, and Written exam Practical works, practical exam and practical reports.

I. Schedule of Assessment Tasks for Students During the Semester:

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No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1.	Attendance, Participation and quizzes	All Weeks	10	7%	a1-2,b1-2, c1-3
2.	Quizzes and Homework-assignments	Sporadic through the semester	10	7%	a2-3, b3, c1-3
3.	Attendance, Practical Reports	All Weeks	15	10%	c1-4
4.	Practical mid-semester exam	8 th	15	10%	c1-4
5.	Theoretical mid-semester exam	8 th	30	20%	a1-3,b1-3, c1-3
6.	Final Exam (theoretical)	16 th	50	33%	a1-3,b1-3, c1-3
7.	Final Exam (practical)	16 th	20	13%	c1-4
Total			150	100%	

VII. Students' Support:

Office Hours/week	Other Procedures (if any)

VIII. Learning Resource (MLA style or APA style)S:

1- Required Textbook(s) (maximum two)

1- Handbook of Non-Prescription drugs

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2- Recommended Readings and Reference Materials	
	Pharmaceutical Practice, Winfield, 4 th edition
3- Essential References	
	Course notes (lecture notes and practical notes) prepared by teacher of the subject.
4- Electronic Materials and Web Sites etc.	
	Websites in international network (internet)
5- Other Learning Material:	
	-
II. Facilities Required:	
1 - Accommodation:	<ul style="list-style-type: none"> - Well-equipped lecture halls with data show facilities, whiteboards, net connection, etc. - Well-equipped laboratories with all required equipment and reagents.
2 - Computing resources:	<ul style="list-style-type: none"> - Computer laboratory with internet facilities.
III. Course Improvement Processes:	
1- Strategies for obtaining student feedback on effectiveness of teaching	
	<ul style="list-style-type: none"> <input type="checkbox"/> Student-based assessment of the effectiveness of teaching using a questionnaire designed by the Quality Assurance Unit at the end of the semester. <input type="checkbox"/> Meeting with students and faculty (once per semester).
2- Other strategies for evaluation of teaching by the instructor or by the department.	
	<ul style="list-style-type: none"> ▪ Assessment of the course syllabus and contents by the teachers using a questionnaire designed by the Quality Assurance Unit of the university at the end of the semester. ▪ Regular meeting and discussion of the course content between the Head of Department and the teaching staff of the course (for theory and practice).
3- Processes for improvement of teaching.	



	<ul style="list-style-type: none"> Revision of the course specification and its teaching strategies every three academic years after consideration of all issues raised by the teachers and/or students during regular meetings and discussions. Exploring any possible defects in the course that might be encountered by the teaching staff and their mitigation in subsequent improved versions of course specification.
4- Processes for verifying standards of students' achievement	
	<ul style="list-style-type: none"> Checking of a sample of students' work by an independent faculty member. Periodic exchange and check marking of a sample of students' assignments with a faculty member from another institution. Adoption of scoring rubrics to assess the students' achievement (both for ongoing or summative assessments). Regular follow-up of laboratory logbooks to assess the practical achievement of students.
5- Procedures for periodically reviewing of course effectiveness and planning for improvement	
	<ul style="list-style-type: none"> Student rating and feedback Peer rating and feedback Regular meeting of the Curriculum Committee of the faculty.
6- Course development plans	
	<ul style="list-style-type: none"> Conducting regular workshops for the staff for improving their course specification skills. Regular revision of course specification and syllabus items.

VIII. Course Policies: (including plagiarism, academic honesty, attendance etc)

The University Regulations on academic misconduct will be strictly enforced. Please refer to -----

1 Class Attendance:

- Attendance of all lectures and practical sessions is required. Unexcused absence exceeding 25% of the lectures or practical sessions will disqualify the student from entering the final exam.

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2	Tardy: - Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable excursion, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.
3	Exam Attendance/Punctuality: <ul style="list-style-type: none">▪ Exam attendance is obligatory unless being excused by the department and faculty.▪ Absence from assignments or exams will be dealt with according to the general policy of the university.
4	Assignments & Projects: <ul style="list-style-type: none">▪ Assignments: Written and oral; Laboratory logbook signed by the responsible demonstrator. ▪Projects: Not applicable.
5	Cheating: <ul style="list-style-type: none">▪ Punishment of cheating will be according to the general policy of the university in this respect.
6	Plagiarism: <ul style="list-style-type: none">▪ Plagiarism in written essays, reports, etc. is not accepted, and students who plagiarize the works of others will be punished according to the general policy of the university.
7	Other policies: <ul style="list-style-type: none">▪ General policies of the Students' Affairs of the University and the Quality Assurance Unit.



Course Plan of Community Pharmacy Practice (II)

I- Information about Faculty Member Responsible for the Course:							
Name of Faculty Member		Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II- Course Identification and General Information:					
1-	Course Title:	Community Pharmacy Practice (II)			
2-	Course Number & Code:	Ph2816			
3-	Credit hours:	C.H			Total
		Th.	Seminar	Pr.	
		2	-	2	3
4-	Study level/year at which this course is offered:	4 th level /2 nd semester			
5-	Pre –requisite (if any):	Pharmaceutical Care (I) and Community Pharmacy Practice (I)			
6-	Co –requisite (if any):	-			
7-	Program (s) in which the course is offered	Bachelor degree of pharmacy			
8-	Language of teaching the course:	English			
9-	System of Study:	Semesters			
10-	Mode of delivery:	Regular			
11-	Location of teaching the course:	Faculty of Pharmacy- Sana`a university			

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III- Course Description:

The course includes the activities of the community pharmacist in processing prescription, care of patients or clinical pharmacy, monitoring and utilization, small-scale manufacture of medicines, responding to symptoms of minor ailments (OTC drug), informing health care professionals and the public health promotion. **Overall**

Aims of Course:

Diagnose and treatment of some minor illness

IV- Intended learning outcomes (ILOs) of the course:

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At the end of this course, the students will be able to:

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3. Choose rationally the optimal adjuvant OTC drugs for some minor ailments
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6. Apply in practice setting the knowledge and understanding required to assess the pathogenesis, clinical features, management and treatment outcomes of some disorders
7. Diagnose and treat of some minor illnesses
8. Monitor and dispense the drug prescription
9. Manage the drug adverse effect or drug interaction.
10. Practice OTC For treat different conditions
11. Interact effectively with patients, the public and health professionals.
12. Reflect on the use of communication skills in counter prescribing.
13. Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems

14	V- Course Content:				
	1 – Course Topics/Items:				
	a – Theoretical Aspect				
Week	Topic List / Units	CILOs (symbols)	Sub-topic List	Week due	Contact hours

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2	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC products for Hay-fever	2	2
3	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC for Common cold	3	2
4	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC products for Coughs	4	2
5	Respiratory .T.I	a2, a3,b1-3, c1-3, d1-3	OTC products for Sore Throat	5	2
6	Hemorrhoids	a2, a3,b1-3, c1-3, d1-3	OTC products for hemorrhoids	6	2
7	Skin Conditions	a2, a3,b1-3, c1-3, d1-3	OTC For athelot's foot.	7	2
8	Med Exam	a1-3,b1-3, c1-3		8	2
9	Nappy rash	a2, a3,b1-3, c1-3, d1-3	OTC products For nappy rash	9	2
10	Candidiasis	a2, a3,b1-3, c1-3, d1-3	OTC For Candidiasis	10	2
11	Acne vulgaris	a2, a3,b1-3, c1-3, d1-3	OTC For Acne vulgaris	11	2
12	Acne vulgaris	a2, a3,b1-3, c1-3, d1-3	OTC For Acne vulgaris	12	2
13	Psoriasis	a2, a3,b1-3, c1-3, d1-3	OTC products for Psoriasis	13	2
14	Topical pain	a2, a3,b1-3, c1-3, d1-3	OTC For anesthetics	14	2
15	Topical pain	a2, a3,b1-3,	OTC Oral analgesics	15	2
		c1-3, d1-3			
16	Final Term Exam	a1-3,b1-3, c1-3		16	2
Number of Weeks /and Units Per Semester				16	32

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ا.م.د. هدى العماد

عميد الكلية
د.خالد الشوية

رئيس القسم
ا.د. ماجد علوان

نائب العميد لشؤون الجودة
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b- Practical Aspect:

Week	Training Tasks	CILOs (symbols)	Week due	Contact hours
1	OTC products for Allergy	c1-4	1	2
2	OTC products for Hay-fever	c1-4	2	2
3	OTC for Common cold	c1-4	3	2
4	OTC products for Coughs	c1-4	4	2
5	OTC products for Sore Throat	c1-4	5	2
6	OTC products for hemorrhoids	c1-4	6	2
7	OTC For athelot's foot.	c1-4	7	2
8	Med Term Training Exam	c1-4	8	2
9	OTC products For nappy rash	c1-4	9	2
10	OTC For Candidiasis	c1-4	10	2
11	OTC For Acne vulgaris	c1-4	11	2
12	OTC For Acne vulgaris	c1-4	12	2
13	OTC products for Psoriasis	c1-4	13	2
14	OTC For anesthetics	c1-4	14	2
15	OTC products for Allergy	c1-4	,15	2
	Final exam	c1-4	16	2
Number of Weeks /and Units Per Semester			16	32

II. a-Teaching strategies of the course:

الموصف سباتي نائب العميد لشؤون الجودة ا.د. محمود البريهي رئيس القسم ا.د. ماجد علوان عميد الكلية د.خالد الشوية عميدة مركز التطوير وضمان الجودة ا.م.د. هدى العماد رئيس الجامعة ا.د. احمد ا.د. القاسم محمد عباس



Lecture method, Group Discussion, Problem solving sessions, case study, Computer based teaching and learning, tutorials, brainstorming and Practical sessions.

b- Assessment Methods:

Quizzes, Attendance, Participation, Short answers, reports, homework, and Written exam Practical works, practical exam and practical reports.

IV. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
8.	Attendance, Participation and quizzes	All Weeks	10	7%	a1-2,b1-2, c1-3
9.	Quizzes and Homework-assignments	Sporadic through the semester	10	7%	a2-3, b3, c1-3
10.	Attendance, Practical Reports	All Weeks	15	10%	c1-4
11.	Practical mid-semester exam	8 th	15	10%	c1-4
12.	Theoretical mid-semester exam	8 th	30	20%	a1-3,b1-3, c1-3
13.	Final Exam (theoretical)	16 th	50	33%	a1-3,b1-3, c1-3
14.	Final Exam (practical)	16 th	20	13%	c1-4
Total			150	100%	

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VI- Students' Support:

Office Hours/week	Other Procedures (if any)

VII- Learning Resource (MLA style or APA style)S:

6- Required Textbook(s) (maximum two)

1- Handbook of Non-Prescription drugs

7- Recommended Readings and Reference Materials

Pharmaceutical Practice, Winfield, 4th edition

8- Essential References

Course notes (lecture notes and practical notes) prepared by teacher of the subject.

9- Electronic Materials and Web Sites etc.

Websites in international network (internet)

10- Other Learning Material:

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V. Facilities Required:

1 - Accommodation:

- Well-equipped lecture halls with data show facilities, whiteboards, net connection, etc.
- Well-equipped laboratories with all required equipment and reagents.

3 - Computing resources:

- Computer laboratory with internet facilities.

VI. Course Improvement Processes:

6- Strategies for obtaining student feedback on effectiveness of teaching

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	<input type="checkbox"/> Student-based assessment of the effectiveness of teaching using a questionnaire designed by the Quality Assurance Unit at the end of the semester. <input type="checkbox"/> Meeting with students and faculty (once per semester).
7- Other strategies for evaluation of teaching by the instructor or by the department.	
	<ul style="list-style-type: none"> ▪ Assessment of the course syllabus and contents by the teachers using a questionnaire designed by the Quality Assurance Unit of the university at the end of the semester. ▪ Regular meeting and discussion of the course content between the Head of Department and the teaching staff of the course (for theory and practice).
8- Processes for improvement of teaching.	
	<ul style="list-style-type: none"> ▪ Revision of the course specification and its teaching strategies every three academic years after consideration of all issues raised by the teachers and/or students during regular meetings and discussions. ▪ Exploring any possible defects in the course that might be encountered by the teaching staff and their mitigation in subsequent improved versions of course specification.
9- Processes for verifying standards of students' achievement	
	<ul style="list-style-type: none"> ▪ Checking of a sample of students' work by an independent faculty member. ▪ Periodic exchange and check marking of a sample of students' assignments with a faculty member from another institution. ▪ Adoption of scoring rubrics to assess the students' achievement (both for ongoing or summative assessments). ▪ Regular follow-up of laboratory logbooks to assess the practical achievement of students.
10- Procedures for periodically reviewing of course effectiveness and planning for improvement	
	<ul style="list-style-type: none"> ▪ Student rating and feedback ▪ Peer rating and feedback ▪ Regular meeting of the Curriculum Committee of the faculty.
6- Course development plans	

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- Conducting regular workshops for the staff for improving their course specification skills.
- Regular revision of course specification and syllabus items.

IX. Course Policies: (including plagiarism, academic honesty, attendance etc)

The University Regulations on academic misconduct will be strictly enforced. Please refer to -----

1	Class Attendance: <ul style="list-style-type: none"> ▪ Attendance of all lectures and practical sessions is required. Unexcused absence exceeding 25% of the lectures or practical sessions will disqualify the student from entering the final exam.
2	Tardy: <p>- Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable excursion, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.</p>
3	Exam Attendance/Punctuality: <ul style="list-style-type: none"> ▪ Exam attendance is obligatory unless being excused by the department and faculty. ▪ Absence from assignments or exams will be dealt with according to the general policy of the university.
4	Assignments & Projects: <ul style="list-style-type: none"> ▪ Assignments: Written and oral; Laboratory logbook signed by the responsible demonstrator. ▪ Projects: Not applicable.
5	Cheating: <ul style="list-style-type: none"> ▪ Punishment of cheating will be according to the general policy of the university in this respect.
6	Plagiarism: <ul style="list-style-type: none"> ▪ Plagiarism in written essays, reports, etc. is not accepted, and students who plagiarize the works of others will be punished according to the general policy of the university.



7	Other policies: <ul style="list-style-type: none">General policies of the Students' Affairs of the University and the Quality Assurance Unit.
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