Brookes College

Pharmacy Assistant Diploma

Course Curriculum: Microsoft Office Applications for Pharmacy Assistants

Brookes College – Pharmacy Assistant Diploma Program
Microsoft Office Applications for Pharmacy Assistants
Course Curriculum

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Course Syllabus: Microsoft Office Applications for Pharmacy Assistants

Course Description:

This course is meticulously crafted to equip students enrolled in the Pharmacy Assistant program with the fundamental skills required in Microsoft Office Applications. It is meticulously tailored to their roles within the pharmacy industry, aiming to empower them with the competence to effectively utilize Microsoft Word, Excel, and Access. These applications will be instrumental in enhancing productivity, facilitating communication, and streamlining data management processes. Given the global ubiquity of Microsoft Office, this course is strategically designed to bolster students' career prospects and augment their employability within the pharmacy sector.

Course Duration:

- 40 hours
- 4 weeks
- 10 hours per week
- 5 hours of online synchronous instruction
- 5 hours of self-directed learning

Course Goals:

- Provide students with a comprehensive understanding of Microsoft Word, Excel, and Access.
- Enable students to seamlessly integrate Microsoft Office skills into pharmacy-related tasks and workflows.
- Prepare students to confront real-world pharmacy scenarios with confidence, utilizing Microsoft Office applications.

Course Format: This course is structured to encompass the following elements:

- Lectures, readings, multimedia materials, and case studies.
- Interactive discussions and group activities designed to foster active participation and engagement.
- Insights from guest speakers hailing from the healthcare sector to provide real-world perspectives.
- Weekly assignments tailored to apply theoretical knowledge to practical pharmacy scenarios.

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Course Outcomes: Upon completing this course, students will have the capability to:

- Proficiently navigate and utilize Microsoft Word to create professional pharmacy-related documents.
- Demonstrate expertise in Microsoft Excel for data management and analytical tasks.
- Develop a comprehensive understanding of Microsoft Access for organizing and retrieving pharmacy data.
- Effectively integrate Microsoft Office skills to enhance pharmacy-related workflows.
- Apply Microsoft Office skills adeptly to real-world pharmacy scenarios and challenges.

Textbooks and Resources: e-texts have Power Point slides, Instructor manual, tests, and test banks to support instructional delivery:

- MCA Microsoft Office Specialist (Office 365 and Office 2019) Complete Study Guide 1st Edition
- Word Exam MO-100, Excel Exam MO-200, and PowerPoint Exam MO-300. Author(s) Eric Butow. Publisher, Sybex.
- eText ISBN 9781119718505, 1119718503

Course Outline:

Week 1: Microsoft Word for Pharmacy Documents

- Introduction to Microsoft Word and its pivotal role in pharmacy settings.
- Proficiency in formatting and styling documents: prescriptions, medication labels, patient instructions.
- Creation of templates for maintaining consistency in pharmacy documentation.
- Integration of images, graphics, and tables into pharmacy-related documents.

Week 2: Microsoft Excel for Pharmacy Data Management

- Introduction to Microsoft Excel and its significance in pharmacy data management.
- Mastery of data entry techniques for pharmacy inventory, medication lists, and patient records.
- Utilization of Excel formulas and functions for calculations pertinent to pharmacy tasks.
- Data visualization techniques, including the creation of charts and graphs for pharmacy reports.

Week 3: Microsoft Access for Pharmacy Data Organization

- Introduction to Microsoft Access and its pivotal role in pharmacy database management.

- Proficiency in designing and creating a pharmacy database encompassing patients, medications, and suppliers.
- Development of queries to retrieve specific pharmacy-related information.
- Generation of pharmacy reports and summaries through the utilization of Access.

Week 4: Integrating Microsoft Office Skills in Pharmacy Workflows

- Streamlining of pharmacy workflows through the application of Microsoft Office applications.
- Implementation of collaborative document editing and version control utilizing Microsoft Word.
- Importing and exporting data between Microsoft Excel and Access to enhance efficiency.
- Application of Microsoft Office skills to adeptly address pharmacy-related challenges.

Assessment and Review:

- Participation: 10%
- Weekly Assignments: 40%
- Midterm Assessment: 20%
- Final Assessment: 30%

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Grading Scale:

Percentage Range	Letter Grade	Grade Points	Description
90 – 100	A+	4.0	**Excellent (4)**
85 – 89	A	4.0	
80 – 84	A-	3.7	
77 – 79	B+	3.3	**Proficient (3)**
73 – 76	B	3.0	
70 – 72	B-	2.7	
67 – 69	C+	2.3	**Competent (2)**
63 – 66	C	2	
60 – 62	C-	1.7	
55 – 59	D+	1.3	
50 – 54	**D**	**1.0**	**Developing (1)**
0 – 49	F	0.0	**Not Evident (0)**

Important Dates:

- Midterm Examination: [Date]
- Final Project Presentation: [Date]
- Final Examination: [Date]

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Module Plans: Microsoft Office Applications for Pharmacy Assistants

Course Duration:

- 40 hours
- 4 Weeks
- 10 hours per week
- 5 hours of online synchronous instruction
- 5 hours of online self-directed learning

Course Description:

This comprehensive course is designed to equip Pharmacy Assistant program students with essential skills in Microsoft Office Applications, specifically tailored to their roles within the pharmacy industry. Students will learn how to efficiently use Microsoft Word, Excel, and Access to enhance their productivity, communication, and data management. As Microsoft Office remains a widely adopted platform in businesses globally, this course aims to empower students to leverage these skills for career advancement and increased employability within the pharmacy sector.

Course Format:

This course combines synchronous and self-directed learning, offering a balanced approach to mastering Microsoft Office applications.

Textbook:

- MCA Microsoft Office Specialist (Office 365 and Office 2019) Complete Study Guide 1st Edition
- Word Exam MO-100, Excel Exam MO-200, and PowerPoint Exam MO-300.
- Author(s): Eric Butow
- Publisher: Sybex
- eText ISBN: 9781119718505, 1119718503

Module Outlines:

Week 1: Introduction to Microsoft Word

Learning Outcomes**:** By the end of this module, students will be able to:

- Navigate and utilize Microsoft Word for pharmacy-related documents.
- Demonstrate the ability to format and style pharmacy documents effectively.

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Session 1: Getting Started with Microsoft Word

Synchronous Instruction: 1 hour

Topics:

- Introduction to Microsoft Word in pharmacy settings, including basic document creation and formatting.

Activities:

- Hands-on practice creating a pharmacy-related document.

Self-Directed Learning: 1.5 hours

Activities:

- Review of Word basics and additional practice with document formatting.

Assessment:

- Quiz on Word basics.

Session 2: Advanced Document Styling

Synchronous Instruction: 1 hour

- Advanced document formatting for prescriptions, labels, and patient instructions.

Activities:

- Workshop on creating document templates.

Self-Directed Learning: 1.5 hours

Activities:

- Application of advanced formatting techniques and creating a document template.

Assessment:

- Document formatting assignment.

Week 2: Microsoft Excel for Data Management

Learning Outcomes: By the end of this module, students will be able to:

- Proficiently use Microsoft Excel for pharmacy data management.
- Effectively utilize Excel formulas and functions for pharmacy tasks.

Session 1: Excel Basics

Synchronous Instruction: 1hour

Topics:

- Excel Basics

- Introduction to Microsoft Excel's significance in pharmacy data management, basics of data entry, and organization.

Activities:

- Data entry exercises in Excel.

Self-Directed Learning: 1.5 hours
Activities:

- Review of Excel basics and additional data entry practice.

Assessment:

- Data entry assignment

Session 2: Excel Formulas and Functions

Synchronous Instruction: 1 hour

Topics:

- Using formulas and functions for calculations relevant to pharmacy tasks.

Activities:

- Workshop on creating Excel formulas.

Self-Directed Learning: 1.5 hours

Activities:

- Practice creating advanced Excel formulas.

Assessment:

- Excel calculation assignment.

Week 3: Microsoft Access for Data Organization

Learning Outcomes: By the end of the session, students will be able to:

- Students will design and manage a pharmacy database using Microsoft Access.
- Students will retrieve pharmacy data with queries.

Session 1: Introduction to Microsoft Access

Synchronous Instruction: 1hour

Topics:

- Understanding the role of Access in pharmacy database management and basics of database design and creation.

Activities:

- Design a pharmacy database.

Self-Directed Learning: 1.5 hours

Activities:

- Review Access basics and refine database design.

Assessment:

- Database design assignment.

Session 2: Querying Pharmacy Data

Synchronous Instruction: 1hour

Topics:

- Building queries to retrieve specific pharmacy information.

Activities:

- Query-building exercises in Access.

Self-Directed Learning: 1.5 hours

Activities:

- Practice advanced query creation.

Assessment:

- Query assignment.

Week 4: Integration and Application

Learning Outcomes: By the end of this session, students will be able to:

- Students will integrate Microsoft Office skills into pharmacy workflows.
- Students will solve pharmacy-related challenges using Microsoft Office.

Session 1: Integrating Office Skills

Synchronous Instruction: 1 hour

Topics:

- Streamlining pharmacy workflows with Microsoft Office, collaborative document editing, and data transfer.

Activities:

- Workflow optimization exercises.

Self-Directed Learning: 1.5 hours

Activities:

- Application of Office skills to real pharmacy scenarios.

Assessment:

- Workflow enhancement project.

Session 2: Problem Solving with Office

Synchronous Instruction: 1 hour

Topics:

- Addressing pharmacy challenges using Microsoft Office tools.

Activities:

- Case studies and problem-solving exercises

Self-Directed Learning: 1.5 hours

Activities:

- Independent problem-solving with Office

Assessment:

- Problem-solving assignment

Assessment and Review:

- Weekly quizzes and assignments (40%)
- Mid-term exam (20%)
- Final exam (30%)
- Participation in synchronous and asynchronous sessions (10%)

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Sample Lesson Plan: Microsoft Word Basics for Pharmacy Documents

Lesson Duration:

- 5 hours
- 2 hours online synchronous instruction
- 3 hours of online self-directed learning

Learning Outcomes: By the end of this lesson, students will be able to:

- Navigate Microsoft Word effectively for pharmacy-related documents.
- Apply basic formatting and styling to pharmacy documents.
- Create document templates for consistent pharmacy documentation.

Textbook:

- MCA Microsoft Office Specialist (Office 365 and Office 2019) Complete Study Guide 1st Edition
- Word Exam MO-100, Excel Exam MO-200, and PowerPoint Exam MO-300.
- Author(s): Eric Butow
- Publisher: Sybex
- eText ISBN: 9781119718505, 1119718503

Materials:

- Computer with Microsoft Word installed.
- Sample pharmacy-related documents
- Projector and screen (for synchronous instruction)
- Handouts on Word basics

Lesson Outline:

Introduction

- Welcome and overview of the lesson.
- Explanation of the importance of Microsoft Word in pharmacy settings.

Online Synchronous Instruction (2 hours)

Topic 1: Introduction to Microsoft Word

- Overview of Microsoft Word's interface.
- Basic features and functions.

Topic 2: Document Navigation

- Navigating and scrolling through documents efficiently.
- Using search and find options.

Topic: 3: Basic Formatting

- Formatting text: font, size, style, and color.
- Paragraph formatting: alignment, indentation, and spacing.

Activities

- Title of Activity: Hands-on Practice
    - Students practice navigating and formatting a sample pharmacy document.

Conclusion and Recap

- Summarize the key concepts learned during the lesson.
- Provide a preview of the next lesson and its relevance to the topic.

Break

Online Self-Directed Learning (3 hours)

Topic 4: Creating Document Templates

- Importance of templates for consistent pharmacy documentation.
- Step-by-step guide to creating a pharmacy-related document template.

Topic 5: Inserting Images and Tables

- Adding images and graphics to pharmacy documents.
- Incorporating tables for structured information.

Discussion:

Provide a list of potential discussion points to guide their preparation.

- Discuss the challenges in pharmacy document creation and how templates can address them.
- Explore real-world scenarios where the insertion of images and tables in pharmacy documents is necessary.

Assessment

Assessment Activity: Document Formatting Review

- Students review a pharmacy document and identify the correct formatting elements applied.

Conclusion and Recap

- Summary of key takeaways from the lesson.
- Reinforcement of the importance of Microsoft Word skills for pharmacy assistants.

Homework Assignment:

- Create a Microsoft Word document template for a prescription form, incorporating appropriate formatting, and share it with the instructor.

Learning Outcomes Review:

- Navigated Microsoft Word effectively for pharmacy documents.
- Applied basic formatting and styling to pharmacy documents.
- Created a document template for consistent pharmacy documentation.

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*Course Rubric: Microsoft Office Applications for Pharmacy Assistants*Top of Form

Assessment Criteria	Excellent (4)	Proficient (3)	Competent (2)	Developing (1)	Not Evident (0)
Microsoft Word Proficiency	Student demonstrates exceptional proficiency in navigating Microsoft Word, applying advanced formatting, and creating templates with no errors.	Student demonstrates a strong understanding of Microsoft Word, effectively navigating and applying formatting, with minor errors.	Student shows satisfactory competence in using Microsoft Word but may make some errors in navigation and formatting.	Student struggles with basic navigation and formatting in Microsoft Word, making frequent errors.	Student lacks a basic understanding of Microsoft Word functionality.
Microsoft Excel Proficiency	Student demonstrates exceptional proficiency in using Excel, accurately employing advanced formulas and functions for complex calculations.	Student demonstrates a strong understanding of Excel, accurately using formulas and functions for various calculations.	Student shows satisfactory competence in Excel but may make minor errors in formula usage and calculations.	Student struggles with basic Excel tasks, making frequent errors in formula usage and calculations.	Student lacks a basic understanding of Excel functions and frequently makes significant errors.
Microsoft Access Proficiency	Student demonstrates exceptional proficiency in designing and managing Access databases, creating complex queries, and generating accurate reports.	Student demonstrates a strong understanding of Access, effectively designing databases, creating queries, and generating reports with minor errors.	Student shows satisfactory competence in Access but may make some errors in database design, queries, or reports.	Student struggles with basic Access tasks, making frequent errors in design, queries, or reports.	Student lacks a basic understanding of Access and frequently makes significant errors.
Integration of Microsoft Office Skills	Student skillfully integrates Microsoft Office skills into pharmacy workflows, streamlining processes and solving challenges effectively.	Student effectively integrates Microsoft Office skills into pharmacy workflows, contributing to improved processes and problem-solving.	Student somewhat integrates Microsoft Office skills into pharmacy workflows, with some contribution to efficiency and problem-solving.	Student attempts to integrate Microsoft Office skills into pharmacy workflows but often falls short in improving processes or solving challenges.	Student fails to integrate Microsoft Office skills effectively into pharmacy workflows, resulting in no noticeable improvement.
Application of Skills in Real-World Scenarios	Student consistently applies Microsoft Office skills to real-world pharmacy scenarios and challenges, demonstrating exceptional problem-solving and adaptability.	Student frequently applies Microsoft Office skills to real-world pharmacy scenarios and challenges, demonstrating strong problem-solving and adaptability.	Student occasionally applies Microsoft Office skills to real-world pharmacy scenarios and challenges, with moderate problem-solving and adaptability.	Student rarely applies Microsoft Office skills to real-world pharmacy scenarios and challenges, demonstrating limited problem-solving and adaptability.	Student does not apply Microsoft Office skills effectively to real-world pharmacy scenarios and challenges.