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#### COURSE DESCRIPTION

This practical course will give students the opportunity to learn aspects of running an herbal dispensary. Students will learn from senior dispensary staff how to make all forms of formulas; raw formulas, granule formulas, and encapsulation of granules. Students will also learn how to package and wrap herbs, and learn basic preparation instructions to relay to patients. Students will learn by practice; making formulas for interns, staff and outside practitioners.

Students will practice basic cleanliness of the preparation areas, and learn how to be in compliance with FDA regulations for herbal preparation and distribution. Students will learn how to set up and clean preparation areas, and storage of herbs and equipment. Student will have opportunity to learn inventory procedures; cataloging and restocking, as students will be asked to assist when new inventory arrives.

Students will practice identifying the raw herbs on their schedule. Periodic lessons on herbs and TCM theory will be given from senior dispensary staff and Dr. Kim.

In addition, students may, depending on their level in Herb Pharmacopeia and Formula classes, receive reinforcement of their lectures in herb class, and may practice constructing raw formulas that they have learned in class.

NOTE: This course replaces HB451, HB452, HB453, and HB454

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#### LEARNING OBJECTIVES

Upon completion of these courses, students should be able to prepare formulas.  
When the students return to the clinic as Interns, they will be able to prepare formulas for their patients.

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#### COURSE PREREQUISITIES

Herb Pharmacopia I-V, Herb Lab A

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#### REQUIRED TEXTS

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#### RECOMMENDED TEXTS

Handbook of Chinese Herbs, Institute of Chinese Medicine, Los Angeles, 1995

Bensky, D. and Barolet, R. Chinese Herbal Medicine: Formulas & Strategies. Eastland Press. Seattle, Washington: 1990

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#### COURSE REQUIREMENTS

##### Out-of-Class Work

To successfully complete the program, students need to plan studying a minimum of 2 hours out-of-class for each academic in-class hour; and half an hour out-of-class for each hour of clinical training.

**Materials:** White Lab Coat, closed-toe shoes, and business-casual attire  
**Professional Clinic Behavior** (see Clinic Manual)

This course is graded Pass/Fail. 100% participation is required to pass the course.  
All Pharmacy Hours must be logged on student time cards. All hours MUST be completed within the quarter. Any

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incomplete hours will be given a grade of FAIL at the end of the quarter.

All students in Herb Lab must complete 50 hours of Herb Lab within 1 quarter. That is the equivalent of 12 weeks. Students are allowed 2 absences, but those absences must be rescheduled with their Dispensary Supervisor, and made up by the end of the quarter. This is in accordance with the Emperor's College attendance policy.

GRADING SCALE: 100-90% A, 89-80% B, 79-70% C, 69% and below F

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SPECIAL NOTES

- Please remember to bring the syllabus to every shift.
- Tasks performed must be recorded and the syllabus must be signed by Dr. Kim or senior pharmacy staff at the end of every shift.

**\*Please be prepared to work quietly and practice mindful meditation at all times.**

Topics covered while a student completes the Herb Pharmacy Lab hours are as follows:

Pharmacy Handbook:

- Standard Operating Procedures (SOP)
- Opening/Closing Procedures
- Incompatibilities
- Alternate Herb Names
- Proper handling and cleanliness

Improve knowledge and identification of herbs and formulas covered in Pharmacopoeia and Formulas classes.

- Names
- Categories, functions, indications, contraindications
- Appearance/Smell
- Patents

Make patents/fill formula requests.

- Powder/Granules
- Encapsulations
- Raw Herbs
- Dosages

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CLASS ONE (The syllabus is subject to change at the discretion of the instructor.)

Date:

Tasks Performed:

Signature:

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CLASS TWO

Date:

Course Code **HB361**  
2 Units  
20 Hours

**EMPEROR'S COLLEGE**  
**MTOM COURSE SYLLABUS**  
**HERB LAB B**

*Kim, Dr Bong Dal*  
Winter 2019

Tasks Performed:

Signature:

CLASS THREE

Date:

Tasks Performed:

Signature:

CLASS FOUR

Date:

Tasks Performed:

Signature:

CLASS FIVE

Date:

Tasks Performed:

Signature:

CLASS SIX

Date:

Tasks Performed:

Signature:

Course Code **HB361**  
2 Units  
20 Hours

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**HERB LAB B**

*Kim, Dr Bong Dal*  
*Winter 2019*

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CLASS SEVEN  
Date:

Tasks Performed:

Signature:

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CLASS EIGHT  
Date:

Tasks Performed:

Signature:

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CLASS NINE  
Date:

Tasks Performed:

Signature:

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CLASS TEN  
Date:

Tasks Performed:

Signature:

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CLASS ELEVEN

**\*Upon completion of Herb Lab Hours, please make a copy of your time card for your records at completion of lab hours. The original time card and syllabus must be turned in for pharmacy records.**\_\_\_\_\_

Course Code **HB361**  
2 Units  
20 Hours

**EMPEROR'S COLLEGE**  
**MTOM COURSE SYLLABUS**  
**HERB LAB B**

*Kim, Dr Bong Dal*  
*Winter 2019*

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REFERENCE MATERIAL

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FACULTY INFO

Kim, Dr Bong Dal  
Please check with instructor during class to get updated contact info.  
310.453.8300 x104  
dispensary@emperors.edu