
**Pharmacy Technician - Golden Oak Adult School
Course Syllabus - Fall 2017**

**Portable A
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Schoolwide Learner Outcomes
Golden Oak Adult School students demonstrate:

Critical thinking and problem solving
Goal setting skills
Effective communication
Global citizenship

This syllabus has been prepared to communicate the expectations, course content, course requirements, policies, and any other information that will give you the opportunity to achieve and have a positive learning experience. If you have questions about this information or the course, please contact me personally.

Course Schedule:

- Monday through Thursday, 9:00am to 2:45pm
- Classes scheduled from 8/14/17 to 11/16/17
- Externships scheduled from 11/20/17 to 12/22/17
- ExCPT Testing scheduled for first week of January

No class on the following dates:

9/4 - Labor Day

11/20/17 – 11/24/17 - Thanksgiving Break

Course Description:

- This course teaches the skills needed to gain employment as a pharmacy clerk, provides preparation towards sitting for the ExCPT Exam to become a Certified Pharmacy Technician and applying for a state Pharmacy Technician License.
- After completing this course students can pursue an entry-level position in a pharmacy, or placement in a college level program in pharmacy or other healthcare. Non-traditional pharmacy technician employment opportunities will also be discussed.
- During this semester-long course, the students will have an opportunity to learn various aspects of medical terminology, pharmacy-based skills, calculations, laws, pharmacology and ethics. Modules will also be held on resume preparation, interview skills, typing and other pertinent subjects.

Suggested Skills and Abilities:

1. An interest in learning more about health care and in particular the pharmacy setting
2. An ability to work well with others
3. A professional attitude

4. Moderate computer knowledge, including typing, data entry
5. High school level math ability, some basic chemistry and algebra knowledge

Course Objectives:

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

1. Assemble the educational, licensure and job requirements for pharmacy clerks, technicians and pharmacists, and develop a career plan.
2. Distinguish between the scope of practice between clerks, technicians, interns and pharmacists.
3. Demonstrate an understanding of both national and state healthcare and pharmacy laws, such as HIPAA.
4. Interpret over 75 pharmacy related medical abbreviations.
5. Convert between Apothecary, Avoirdupois and Metric measurement systems.
6. Assess prescriptions for completeness and compliance with the law.
7. Utilize pharmacy software to process prescriptions.
8. Identify the Top 200 common pharmaceuticals and common over-the-counter (OTC) drugs.
9. Be qualified and prepared to sit for the ExCPT exam.
10. Be placed in an external site to complete 120 hours of externship in a professional setting.
11. Apply and earn a California State Pharmacy Technician License.
12. Have an employment-ready resume'

Grading System

Any student involved in academic dishonesty is subject to disciplinary action. Any student withdrawing after the second week (the eighth class) will receive an F.

Homework, Labs, and Participation

Turn in complete homework on time. Participate in class, behave appropriately and professionally and positively contribute to the class. Make sure to have your materials, including flash cards. Homework will consist mostly of answering textbook questions assigned by the instructor, and studying for the Top 200 quizzes. Other homework assignments, such as resume preparation may also be issued.

Pharmaceutical Calculations

Being able to accurately perform calculations will be a big part of your job responsibilities. We will be referring to and using math calculations throughout the semester.

Chapter Exams, Quizzes and Workbook Activities

Chapter tests will be short answer, multiple choice or true/false. The Top 200 quizzes will all be multiple choice. There will be one Top 200 quiz every week, and a test on each chapter as we finish each chapter.

Trade/Generic Work

You will be required to memorize the Top 200 Drugs, both their trade name and their generic or chemical names, as well as basic pharmacology as it pertains to pharmacy technicians. There will be weekly quizzes on these medications. This portion of your grade also includes having completed flashcards for the trade/generics.

Final Exam

The final exam will replicate the ExCPT exam as faithfully as possible. It will be taken on computer, with a provided calculator, and with no bags or backpacks being allowed near the student while taking the exam. This is to prepare the student for the conditions they will experience on the day of the ExCPT exam.

Grading Scale

A	92 – 100	B-	80 – 81.9
A -	90 – 91.9	C+	77 – 79.9
B+	87 – 89.9	C	72 – 76.9
B	82 – 86.9	C-	70 – 71.9

Please note - Due to the life and death nature of healthcare, there are no D grades in this grading scale. This also reflects how the ExCPT will be graded.

Classroom Rules and Procedures

- Students will be expected to attend every class period and remain for the entire period. In order to qualify for a California Pharmacy Technician license students will need to accrue 240+ classroom hours. Class hours for the semester will be 268 total hours offered, allowing for students being able to miss 10% of the class and still qualify for the license.
- In addition to the 240 hour requirement, students will be expected to earn 70% or greater as a final score for the course in order to be put forward for state licensing.
- Students will come to each class prepared with materials and wearing scrubs.
- Materials include, but are not limited to:
 - Paper, pencil, pen, highlighters, calculator and notebook
 - Student textbook and workbook
 - 3x5 white and pastel colored index cards (approx. 300)
 - Glue stick
 - Scrubs (color to be determined in class)
- There will be two 15-minute breaks after each 90 minutes of class time. Break start times may vary. There will also be a 30-minute lunch break given halfway through the class period.
- Typical classes will be broken up into three parts: lecture, student practice, and hands-on assignments.
- Classwork **must be made up**. Contact instructor via e-mail regarding make-up work.
- No food is allowed in class, except water. No water is allowed near the computers.
- Cell phone use is for break time only. There will be limited times where cell phones will be utilized in class, but other than these times cell phones should be on silent and put away during class times.
- Emergency Plan - should an emergency arise, we will plan to meet in the parking lot just outside of the classroom - if determined safe to do so.

Textbooks, Readings and Other Materials

- *Mosby's Pharmacy Technician Principles and Practice, 4th Edition* - This will be your main textbook for the first half of the semester. Students are expected to bring this book each day of the first half of the semester.
- *Mosby's Pharmacy Technician Principles and Practice 4th Edition Workbook and Lab Manual* - Assignments will be given daily from this text, students are required to bring this book.
- *Pharmacy Management Software* - This text stays in class. Students are not required to purchase, these will be class copies.
- Unisex medical scrubs are a requirement for the course. Available online (Amazon.com, other uniform suppliers), or at Uniform Land in Valencia at a 10% discount for Hart District students (I.D. required for discount).
- Epocrates - Free app for smart phones.

Course Policies

- Graded assignments will be issued at most every class session. These assignments can only be made up if students missed the class with an excused absence. Make up assignments will not be offered for unexcused absences. Attendance and tardiness will affect the student's ability to earn a passing grade.
- Students are expected to neatly complete all assignments within deadlines. Due dates for all assignments are final unless prior arrangements (at least one week in advance of due date) have been made. Late assignments may have a 10% penalty deducted from their score. If you have questions that arise during your preparation, contact the instructor by e-mail.
- The majority of work will be completed and turned in during the class period. If you have an excused absence, e-mail the instructor immediately or before missing the class, so that arrangements can be made for you to make up the work before the next class. Do not get behind.
- You will need your flashcards at each class, unless notified otherwise.
- Be courteous, professional and respectful to the instructor, fellow classmates, the classroom and computers.

Externships

- Externships will be offered through retail pharmacy settings. CVS and Walgreens are our partners for externships.
- Scrubs and an school-issued ID card will be required while at the externship sites.
- Externships will only be offered to those students who complete the 240-hour requirement, pass the course with a 70% or greater, and pass background/drug screening.

ExCPT Exam

- All students will sit for the ExCPT exam together on the same date. Date to be determined but expected to be the first week of January.
- This exam will be a national certification and upon passing will provide the student with the title of Certified Pharmacy Technician.
- Cost of this exam is included within the student's tuition for this course.
- Study materials are available for purchase from <http://www.nhanow.com>

Student Contract

School: Golden Oak Adult School - Fall 2017

Course Name: Pharmacy Technician Program

Instructor: Mr. Richard Reynolds

Student:

I have received a copy of the course syllabus. I agree to abide by all of the standards, requirements and classroom rules. I promise to complete my assignments on time. I am aware of the 240 hour requirement in order to pass the course. I will use all provided materials, including the Internet and school computers, responsibly and appropriately. I am aware of the expectations of this course, and that there will be no "D's" awarded as a final grade.

Student: Print Name

Student: Signature

Date

Student e-mail: _____

Student cell number: _____