

### Basic Course Information

Semester:	<b>Spring 2015</b>	Instructor Name:	<b>Cynthia Ramirez</b>
Course Title & #:	<b>Pharmacy Technician Operations AHP 140</b>	Email:	<b>ms.ramirez81@gmail.com</b>
CRN #:	<b>20048</b>	Webpage (optional):	
Classroom:	<b>1308</b>	Office #:	<b>2155</b>
Class Dates:	<b>2/17/15 – 6/12/15</b>	Office Hours:	<b>6:00pm</b>
Class Days:	<b>Wednesday / Thursday</b>	Office Phone #:	<b>760-355-6468</b>
Class Times:	06:30pm – 09:40 pm	Emergency Contact:	
Units:	4.5		

### Course Description

This course is designed to prepare the student for the technical and operational aspects of drug distribution in the ambulatory, inpatient, extended care, and ambulatory care settings. The course includes a review of Federal regulations, State regulations, codes of ethics, and standards pertaining to the practice of pharmacy. Practice site regulations, policies and procedures regarding prescriptions and medication orders will be explored. Various techniques, equipment and supplies for drug administration will be discussed and demonstrated. Mandatory maintenance and screening of equipment's and packaging requirements will be reviewed. Application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products is demonstrated. Pharmaceutical industry procedures for obtaining pharmaceuticals including purchasing policies, procedures and practices will be discussed and the role of the pharmacy technician in the administration and management of pharmacy practice will be explored. (CSU)

### Student Learning Outcomes

- Outcome 1: demonstrate safe medication distribution and identify patients that need to be counseled by a licensed pharmacist. (ILO1, ILO2, ILO3, ILO5)
- Outcome 2: demonstrate medication compounding techniques. (ILO2, ILO3, ILO4, ILO5)
- Outcome 3: demonstrate calculation and reasoning skills used in the preparation and compounding of medications. (ILO2, ILO3, ILO4, ILO5)
- Outcome 4: demonstrate the inventory taking techniques and processes used in the pharmacy.(ILO2, ILO3, ILO4, ILO5)
- Outcome 5: demonstrate ability to research and utilize reference materials for fact finding and reporting. (ILO1, ILO2, ILO4, ILO5)

### Course Objectives

Use from CurricUNET <http://www.curricunet.com/Imperial/>

### Textbooks & Other Resources or Links

Pharmacy Practice for Technicians 5<sup>th</sup> Ed. Ballington, Dan A.; Anderson, Robert J. 2014 Paradigm Publications: St. Paul ISBN 978-0-76385-226-9

Pharmacy Labs for Technicians 2<sup>nd</sup> Ed. Sparks, Jason; McCartney, Lisa. 2013 Paradigm Publishing: St. Paul ISBN 978-0-76385-239-9

### Course Requirements and Instructional Methods

Out of Class Assignments: You are to read the assigned chapters and complete the chapter review questions at the end of every chapter. After each lab you will complete homework assignment. Assignments will be typed or handwritten with question and answer.

### Course Grading Based on Course Objectives

A grade of “C” or better is considered passing. The following grading schedule will be used in this course.

90%- Above = A  
80%- 89% = B  
70%- 79% = C  
60%- 69% = D  
59%- Below = F

Assignments will be given weekly and are due the following class meeting. Assignments will be turned in at the beginning of class to receive full credit. All late assignments turned in will be graded at a reduced rate, approximately ½ of full credit.

You will be graded on the following areas in this class: Homework, Quizzes, Tests, Labs, Classroom Participation, and Extra Credit. The above scale refers to all assignments, as well as your total overall points for the class. There is no set amount of points for this class, as pop quizzes will be given.

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.

- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 February 18-19	Syllabus & Introduction  Lab 4-5	T: Read Chapter 1 p. 3-31 (1-15) Due 2/25 L: p. 34(1-3), 43(1-3) Due 2/26
Week 2 February 25-26	Chapter 1  Lab 6-7	T: Read Chapter 2 p. 33-67 (1-15) Due 3/4 L: p. 54 (1-3), p. 66 (1-3)

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<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
		Due 3/5
Week 3 March 4-5	Chapter 2  Lab 8-9	T: Read Chapter 3 p. 69-106 (1-15) Due 3/11 L: p. 94 (1-3), p.111 (1-3) Due 3/12
Week 4 March 11-12	Chapter 3  Lab 10-11	T: Read Chapter 4 p. 107-156 (1-15) Due 3/18 L: p. 121 (1-3), p. 135 (1-3) Due 3/19
Week 5 March 18-19	Chapter 4  Lab 12-14	T: Read Chapter 5 p. 157-195 (1-15) Due 3/25 L: p. 149 (1-3), p. 159 (1-3), p. 170 (1-3) Due 3/26
Week 6 March 25-26	Chapter 5  Lab 15-16	T: Read Chapter 6 p. 199-251 (1-15) Due 4/1 L: p. 179 (1-3), p. 186 (1-3) Due 4/2
Week 7 April 1-2	Chapter 6  Lab 17-18	T: Read Chapter 7 p. 253-307 (1-15) Due 4/15 L: p. 195 (1-3), p. 204 (1-3) Due 4/16
Week 8 April 8-9	No Class. Have a safe spring break	
Week 9 April 15-16	Chapter 7  Lab 19-21	Study for Midterm Chapter 1-7 and Lab Midterm
Week 10 April 22-23	Mid Term	T: Read Chapter 8 p. 309-354 (1-15) Due 4/29 L: p. 210 (1-3), p. 220 (1-3), p. 228 (1-3) Due 4/30
Week 11 April 29 – 30	Chapter 8  Lab 22-24	T: Read Chapter 9 p. 357-397 (1-15) Due 5/6 L: p. 244 (1-3), p. 250 (1-3), p. 357 (1-3) Due 5/7
Week 12 May 6-7	Chapter 9  Lab 25-27	T: Read Chapter 10 p. 339-431 (1-15) Due 5/13 L: p. 263 (1-3), p. 369 (1-3), p. 276 (1-3) Due 5/14
Week 13 May 13-14	Chapter 10  Lab 28-30	T: Read Chapter 11 p. 433-481 (1-15) Due 5/20 L: p. 284 (1-3), p. 291 (1-3), p. 298 (1-3) Due 5/21
Week 14 May 20-21	Chapter 11	T: Read Chapter 12 p. 485-524 (1-15) Due 5/27

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<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
	Lab 31-32	L: p. 309 (1-3), p. 319 (1-3) Due 5/28
Week 15 May 27-28	Chapter 12  Lab 33-34	T: Read Chapter 13 & 14 (1-15) Due 6/3 L: p. 331 (1-3), p. 341 (1-3), Due 6/4
Week 16 June 3-4	Chapter 13 and Chapter 14	Study for Final Exam
Week 17 June 10-11	Final Exam	Have a Safe Summer Break

**\*\*\*Tentative, subject to change without prior notice\*\*\***