

Basic Course Information

Semester:	Fall 2015	Instructor Name:	Cynthia Ramirez
Course Title & #:	Intro. Pharmacy Technician	Email:	ms.ramirez81@gmail.com
CRN #:	10848	Deadline to drop with "W"	November 7, 2015
Classroom:	2150	Office #:	2155
Class Dates:	Aug 17 - Dec 11	Office Hours:	6:00pm
Class Days:	Wednesday	Office Phone #:	760-355-6468
Class Times:	6:30pm - 8:35pm	Emergency Contact:	Dolores Hartfield
Units:	2.0		

Course Description

This course is designed to provide an introduction and overview of the Pharmacy Technician role and various related career opportunities. Course includes an overview of pharmaceutical dosage forms, drug development processes, and drug classifications. Ethical and Legal aspects of pharmacy practice are explored. (CSU)

Student Learning Outcomes

- Outcome 1: communicate the history of the pharmacy technician role using appropriate references. (ILO 4, ILO 5)
 Outcome 2: discuss and report on the legal requirements regarding the pharmacy technician role. (ILO 1, ILO 4)

Course Objectives

Use from [CurricUNET](#) course outline of record.

Textbooks & Other Resources or Links

1. The Pharmacy Technicians 5 Ed. Perspective Press, Morton Publishing Company, 2013
 ISBN: 978-1-61731-070-6

Course Requirements and Instructional Methods

Assignment Schedule: Assignments will be given weekly and are due the following class meeting. All assignments will be collected at the beginning of class for full credit. All late assignments turned in will be graded at a reduced rate, approximately ½ of full credit. If you are absent for a class meeting, your assignments are immediately due the following class meeting along with any work scheduled to be turned in that day.

Course Grading Based on Course Objectives

Grading Schedule: 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

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

- **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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 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 August 20	Syllabus & Introduction	R p. 2-16 HW Review Q Due 8/28
Week 2 August 27	Chapter 1 – Pharmacy & Health Care	R p. 22-32 HW Review Q Due 9/4
Week 3 September 3	Chapter 2 – The Pharmacy Technician	R p. 38-62 HW Review Q Due 9/11
Week 4 September 10	Chapter 3 – Drug Regulation & Control	R p. 96-112 HW Review Q Due 9/18
Week 5 September 17	Chapter 5 – Prescriptions	R p. 174-202 HW Review Q Due 9/25
Week 6 September 24	Chapter 7 – Routes and Formulations	R p. 290-306 HW Review Q Due 10/2
Week 7 October 1	Chapter 10 – Basic Biopharmaceutics	STUDY STUDY
Week 8 October 8	Mid-Term	R p.312-326 Review Q Due 10/16
Week 9 October 15	Chapter 11 Factors Affecting Drug Activity	R p. 332-344 HW Review Q Due 10/23
Week 10 October 22	Chapter 12 – Information	R p. 350-364 HW Review Q Due 10/30
Week 11 October 29	Chapter 13 – Inventory Management	R p. 370-386 HW Review Q Due 11/6
Week 12 November 5	Chapter 14 – Financial Issues	R p. 392-414 HW Review Q DUE 11/13
Week 13 November 12	Chapter 15 – Community Pharmacy	R p. 420-454 HW Review Q DUE 11/20
Week 14 November 19	Chapter 16 – Hospital Pharmacy	R p. 460-470 HW Review Q Due 12/4
Week 15 November 26	No School Have a Safe Thanksgiving	

Week 16 December 3	Chapter 17 – Other Environments	STUDY! STUDY
Week 17 December 10	FINAL EXAM	

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