

**Basic Course Information**

Semester:	<b>Spring 2017</b>	Instructor Name:	<b>Graciela Palacios</b>
Course Title & #:	<b>Intro to Pharmacy Technology PHT 108</b>	Email:	<b>yeya2000@msn.com</b>
CRN #:	<b>21177</b>	Last day to Drop With "W":	<b>May 13</b>
Classroom:	<b>1603</b>	Office #:	<b>2155</b>
Class Dates:	<b>13 Feb – 9 June 2017</b>	Office Hours:	<b>6:00 pm</b>
Class Days:	<b>Tuesday</b>	Office Phone #:	<b>760-355-6468</b>
Class Times:	<b>18:30-20:35</b>	Emergency Contact:	<b>Dolores Hartfield</b>
Units:	<b>2.0</b>		

**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**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to: 1. communicate the history of the pharmacy technician role using appropriate references. (ILO 4, ILO 5) 2. discuss and report on the legal requirements regarding the pharmacy technician role. (ILO 1, ILO 4)

**Course Objectives**

Upon satisfactory completion of the course, students will be able to: 1. Gain understanding of the Pharmacy Technician role 2. Describe the current qualifications of techniques 3. List the personal qualities of Pharmacy Technicians 4. Discuss requirements for Pharmacy Technician Certification 5. List Federal, State, and Local Pharmacy Laws 6. Discuss the major ways pharmacies have changed over the past 100 years 7. Identify the need for protocol in the pharmacy profession. 8. List major current trends in pharmacy in relation to pharmacy technicians 9. Describe various pharmacy setting requirements as they apply to technicians; Acute Care Practice Experience Long-Term Care Practice Home Care Practice Ambulatory Clinic with Infusion Services Practice Community or Outpatient Pharmacy Practice

**Textbooks & Other Resources or Links**

Hopper, T (2016). The Pharmacy Technician, Perspective Press, Morton Publishing Company (6/e). Morton Publishing Company . ISBN: 1-61731-487-0

**Course Requirements and Instructional Methods**

You will be graded on the following areas in this class: Homework, Quizzes, Tests, Classroom Participation, and Extra Credit.

- You will have weekly assigned reading. You will complete assigned homework via Blackboard and/or Canvas. Each assignment is due before class starts. No late homework will be accepted.
- You will have weekly quizzes based on assigned reading. If you are absent you must bring doctor's note in order to make-up quizzes, you will be allowed to make up quiz the day you come back not the following week so come prepared to take missed quiz along with current assigned work.
- You will have two exams: Mid-Term and Final. No make-ups are allowed.

### 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 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.**
- **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 importance 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 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 1536 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**

*[Required Information – Discretionary Language and Formatting: The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]*

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
Week 1 Feb 14	Syllabus & Introduction	R p. 2-21 Due 2/21
Week 2 Feb 21	Chapter 1 – Pharmacy & Health Care	R p. 22-47 Due 2/28
Week 3 Feb 28	Chapter 2 – The Pharmacy Technician	R p. 48-83 Due 3/4
Week 4 Mar 4	Chapter 3 – Drug Regulation & Control	R p. 84-111 Due 3/14
Week 5 Mar 14	Chapter 4 – Information	R p. 202-229 Due 3/21
Week 6 Mar 21	Chapter 7 – Prescriptions	
Week 7 Mar 28	Chapter 10	Review for Mid-Term Exam
Week 8 Apr 4	Mid-Term Exam	R p. 372-395 Due 9/29
Week 9 Apr 11	Chapter 11 – Basic Biopharmaceutics	R p. 397-415 Due 10/13
Week 10 Apr 18	Spring Break – No Class	
Week 11 Apr 25	Chapter 12 Factors Affecting Drug Activity	R p. 494-515 Due 10/27
Week 12 May 2	Chapter 14 – Inventory Management	R p. 516 – 539 Due 11/3
Week 13 May 9	Chapter 15 – Financial Issues	R p. 540 – 577 Due 11/10
Week 14	Chapter 16 – Community Pharmacy	R p. 578 – 629 Due 11/17

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
May 16		
Week 15 May 23	Chapter 17 – Hospital Pharmacy	R 12/p. 630 – 647 Due 21/1
Week 16 May 30	Chapter 18 – Other Environments	Study for Final Exam
Week 17 Jun 6	Final Exam	Relax and hope to see you next semester ☺

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