**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: PHRM 1003

Course Title: Pharmacy Operations

Credit Hours: 3

Prerequisites: None

Division/Discipline: Workforce Training and Community Education/Pharmacy Tech

Course Description: This course simulates daily activities in pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

 Any student seeking an accommodation under the provisions of the Americans with

 Disability Act (ADA) is to notify Student Support Services via email at

 disabilityservices@bartonccc.edu.

1. **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course will provide the student with an understanding of the day-to-day job requirements of a pharmacy technician.

This course is one in a series of vocational courses designed to prepare students for an entry level position. Students planning to transfer credit for a baccalaureate degree will be granted transfer credit only as determined by the four-year institution. The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

 **V. ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

 A. Document principles of pharmacy practice

 1. Discuss the profession of a pharmacy technician

 2. Describe pharmacy law, regulations and standard for technicians

 3. Explain drugs, dose forms, and delivery systems

 4. Review routes of drug administration

 5. Practice basic pharmaceutical measurements and calculations

 B. Define community pharmacy

 1. Practice dispensing medications in the community pharmacy

 2. Explain the business of community pharmacy

 3. Demonstrate extemporaneous compounding

 C. Define institutional pharmacy

 1. Explain hospital pharmacy practice

 2. Illustrate knowledge of infection control and safe handling of hazardous agents

 3. Practice preparing sterile intravenous products

 D. Demonstrate professionalism in the pharmacy environment

 1. Practice medication safety

 2. Illustrate proper human relations and communications

 3. Write about your future career as a pharmacy technician

**VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

**VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS**

**VIII. REFERENCES**

**IX. METHODS OF INSTRUCTION AND EVALUATION**

 **X. ATTENDANCE REQUIREMENTS**

 **XI. COURSE OUTLINE**