**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**I.**                **GENERAL COURSE INFORMATION**

Course Number:         PHRM 1004

Course Title:               Pharmacy Technician Topics

Credit Hours:              1

Prerequisites:               Completion of PHRM 1000, 1001, 1002, 1003 with a grade of “C” or better

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

Course Description:  This course is designed to assist the Pharmacy Technician student in preparing himself/herself for the pharmacy technician certification examination. The course content will include standardized test-taking tips, Pharmacy Technician Certification frequently asked questions, development of pharmacy law, as well as an overview of federal laws affecting pharmacy technicians and ethics in the pharmacy. This review emphasizes major course content areas.

**II.**              **INSTRUCTOR INFORMATION**

**III.**           **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.](mailto:disabilityservices@bartonccc.edu)

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

This course will provide the student with an opportunity to prepare for the Pharmacy Technician Certification Board (PTCB) exam. An overview of basic test-taking skills will also be included in the course instruction. This course is one in a series of vocational courses designed to prepare students for entry level positions.  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.     Complete steps to obtain certification

1.      Describe the role of a pharmacy technician

2.      Explain the PTCB Certification

3.      Describe certification exam criteria

B.    Assist the pharmacist in serving patients

1.      Describe the duties of a pharmacy technician

2.      Explain pharmacy laws and ethics

3.      Differentiate methods of dealing with prescriptions (transferring, processing,

Altered prescriptions, etc.)

4.      Explain the billing and collecting process

C.      Maintain medication and inventory control

1.      Utilize ordering systems

2.      Demonstrate medication storage and handling

3.      Explain removing stock from inventory

4.      Illustrate different medication packaging

D.       Participate in administration and management of the pharmacy

1.      Explain policies and procedures

2.      Provide appropriate customer service

E**.**Review pharmacy calculations

1.      Demonstrate systems of measurement

2.      Demonstrate ratios and proportions

3.      Demonstrate dosage calculations

4.      Explain concentrations

5.      Explain dilutions

F**.**Adhere to pharmacy law and ethics

1.      Demonstrate knowledge of pharmacy law (Federal Food and Drug act, Federal

narcotic drug act, etc)

2.      Define HIPAA regulations

3.      Demonstrate knowledge of privacy laws

**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**