

**PHAR 1010 – Pharmacy Technology Fundamentals**  
**COURSE SYLLABUS**  
**Fall Semester 2017**

**COURSE INFORMATION**

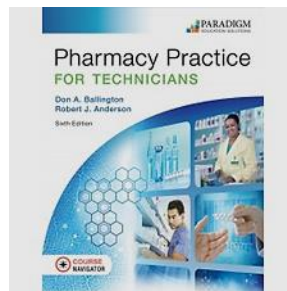
Credit Hours/Minutes: 5 Credit Hours/4500 Minutes  
Class Location: Room #737 — Gillis Building  
Class Meets: Monday/Wednesday 9:00AM—11:45AM  
CRN: 20237

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Matt Brown, CPhT  
Office Location: Room #722 — Gillis Building  
Office Hours: Tuesday/Thursday: 1:00—5:00; or By Appointment  
Email Address: mbrown@southeasterntech.edu  
Phone: 912-538-3192  
Fax Number: 912-538-3106  
Tutoring Hours (if applicable): By Appointment

**REQUIRED TEXT**

Pharmacy Practice for Technicians, 6th Edition, By Ballington and Anderson, Paradigm Publishing



Pharmacy Labs for Technicians, 3rd Edition, By Sparks and McCartney, Paradigm Publishing



**REQUIRED SUPPLIES & SOFTWARE**

Paper, Pens/Pencils, Folder, Computer Access, and a Basic Calculator

**\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary\*\*\***

## COURSE DESCRIPTION

This course provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

## MAJOR COURSE COMPETENCIES

1. Safety
2. Orientation to the Pharmacy Technology Field
3. Fundamental Principles of Chemistry
4. Basic Laws of Chemistry
5. Ethics and Laws
6. Definitions and Terms
7. Reference Sources

## PREREQUISITE(S): ONE REQUIRED

Provisional Admission

## COURSE OUTLINE

### Safety

Order	Description	Learning Domain	Level of Learning
1	State the precautions and procedures necessary when handling caustic, poisonous, and flammable substances.	Cognitive	Knowledge
2	Use proper body mechanics.	Cognitive	Application
3	Safely operate equipment.	Cognitive	Application
4	Describe how to provide personal and environmental protection.	Cognitive	Knowledge
5	Explain how to provide security in the work environment.	Cognitive	Comprehension

### Orientation to the Pharmacy Technology Field

Order	Description	Learning Domain	Level of Learning
1	Describe job settings.	Cognitive	Knowledge
2	Describe the pharmacy technology field.	Cognitive	Knowledge
3	Describe the career ladder.	Cognitive	Knowledge
4	State all of the technologist's primary job responsibilities, the duties falling under each, and how these differ from the primary responsibilities of the pharmacist.	Cognitive	Knowledge
5	Understand the principles for managing change and the need to be able to resolve conflicts through negotiation.	Cognitive	Comprehension
6	Display a caring attitude towards patients.	Affective	Responding
7	Demonstrate the ability to manage one's work either alone or as part of a team.	Cognitive	Application
8	Explain the relationship of technologists to pharmacists, hospital staff, and patients.	Cognitive	Comprehension
9	Understand the importance of and resources for staying current in pharmacy practice and obtaining certification.	Cognitive	Comprehension
10	Appreciate the benefits of active involvement in local, state, and national pharmacy organizations.	Affective	Valuing

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### Fundamental Principles of Chemistry

Order	Description	Learning Domain	Level of Learning
1	Compare solids, liquids, and gases.	Cognitive	Synthesis
2	Discuss the laws of conservation of energy and mass.	Cognitive	Comprehension
3	Interpret the Periodic Table of the Elements.	Cognitive	Comprehension

### Basic Laws of Chemistry

Order	Description	Learning Domain	Level of Learning
1	Differentiate between ionic and covalent bonds.	Cognitive	Analysis
2	Construct molecular formulas.	Cognitive	Synthesis
3	Identify and write formulas for common acids, bases, and salts.	Cognitive	Knowledge
4	Calculate pH.	Cognitive	Application

### Ethics and Laws

Order	Description	Learning Domain	Level of Learning
1	State the general requirements of any local, state, or federal laws that specifically affect any of the technologist's responsibilities.	Cognitive	Knowledge
2	Explain the legal aspects of a technologist's functions, such as accountability, pharmacy regulations, and use and storage of controlled substances.	Cognitive	Comprehension
3	State at least three reasons for keeping patient information confidential.	Cognitive	Knowledge
4	Demonstrate ethical conduct in all aspects of job-related activities.	Cognitive	Application
5	Understand the need to adapt pharmacy services for the culturally diverse.	Cognitive	Comprehension
6	Demonstrate the ability to communicate orally and in writing.	Cognitive	Application

### Definitions and Terms

Order	Description	Learning Domain	Level of Learning
1	Define in lay terms the names of all the clinical, diagnostic, and treatment units and services in the institution.	Cognitive	Knowledge
2	Define pharmaceutical-medical terminology.	Cognitive	Knowledge
3	Use pharmaceutical-medical abbreviations and symbols to interpret medication orders and screen for accuracy.	Cognitive	Application
4	Use drug-classification systems and drug nomenclature.	Cognitive	Application

### Reference Sources

Order	Description	Learning Domain	Level of Learning
1	List the titles of reference books where classification, usual doses, calculations, preparations, compatibility, drug interaction, and dosage form can be found.	Cognitive	Knowledge

## GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS

Students are expected to complete all assigned material by the given due date. Students will also be required to complete hands-on demonstrations needed to function properly in the pharmacy field. Students are responsible for all policies and procedures listed within the student catalog / program handbook. Quizzes are subject to be given at any time over any assigned material.

## ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

## SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

## SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

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## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

## WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

## MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Exams missed for any reason will be made up at the end of the semester on a date to be scheduled by the instructor. Any quizzes missed due to a student absence generally will not be allowed to be made up. If a lab assignment is missed, the student is completely responsible for arranging make-up lab time at the instructor's convenience.

The instructor may allow students to make up any assignments that were missed due to absence if the instructor is notified in advance of the absence, or if any unforeseen circumstances arise that cause the student to be absent from class. These situations will be dealt with on a case by case basis. The student is responsible for notifying the instructor of any absence, as well as supplying any available documentation concerning the absence in order for the instructor to consider allowing the assignments to be made up.

## ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

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### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

## TCSG GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

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## GRADING POLICY

Assessment/Assignment	Percentage
Exam Average	35%
Quiz Average	10%
Labs/Assignments	25%
Work Ethics	5%
Final Exam	25%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

# PHAR 1010 – Pharmacy Technology Fundamentals

## Fall Semester 2017 Lesson Plan

Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
<b>Week #1</b>				
8/14		Intro to Course / Syllabus / Textbooks	Read and Review: Chapter 1	
8/16	Chapters 1—2	The Profession of Pharmacy Pharmacy Law, Regulations, & Standards	Chapters 1—2: PowerPoint Read and Review: Chapters 1—2	1-2 ; 5-6 A, C
<b>Week #2</b>				
8/21	Chapters 1—2	The Profession of Pharmacy Pharmacy Law, Regulations, & Standards	Chapter 2: PowerPoint Course Navigator: Chapters 1—2	1-2 ; 5-6 A, C
8/23	Chapters 2—3	Pharmacy Law, Regulations, & Standards Drug and Supplement Development	Quiz #1: Chapters 1—2 Chapter 3: PowerPoint  Read and Review: Chapter 3 Course Navigator: Chapter 3	1—7 A, C
<b>Week #3</b>				
8/28	Chapter 3	Drug and Supplement Development	Chapter 3: PowerPoint Course Navigator: Chapter 3	1—7 A, C
8/30	Chapters 1—3  Chapter 4	Unit #1 Exam: Chapters 1—3  Introducing Pharmacology	Unit #1 Exam: Chapters 1—3  Chapter 4: PowerPoint Read and Review: Chapter 4	1—7 A, C
<b>Week #4</b>				
9/4	Chapter 4  Lab #1	Introducing Pharmacology  <i>Pharmacy Labs for Technicians</i> Text: Lab #1: Using Drug References	Lab #1 Chapter 4: PowerPoint Read and Review: Chapter 4 Course Navigator: Chapter 4	1—7 A, C
9/6	Chapters 4—5	Introducing Pharmacology Routes of Drug Administration & Dosage Formulations	Quiz #2: Chapter 4 Chapters 4—5: PowerPoint Course Navigator: Chapter 4 Read and Review: Chapter 5	1—7 A, C

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Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
<b>Week #5</b>				
9/11	Chapter 5	Routes of Drug Administration & Dosage Formulations	Chapter 5: PowerPoint Course Navigator: Chapter 5	1—7 A, C
9/13	Chapter 5	Routes of Drug Administration & Dosage Formulations	Quiz #3: Chapter 5  Chapter 5: PowerPoint Course Navigator: Chapter 5	1—7 A, C
<b>Week #6</b>				
9/18	Chapters 4—5  Chapter 7  Labs #5—7	Unit #2 Exam: Chapters 4—5  Community Pharmacy Dispensing  <i>Pharmacy Labs for Technicians</i> Text: Lab #5: Reviewing a Patient Profile Lab #6: Reviewing a Prescription Form Lab #7: Reviewing a Filled Prescription	Unit #2 Exam: Chapters 4—5  Labs #5—7  Chapter 7: PowerPoint Read and Review: Chapter 7	1—7 A, C
9/20	Chapter 7  Lab #8	Community Pharmacy Dispensing  <i>Pharmacy Labs for Technicians</i> Text: Lab #8: Entering Patient Data	Chapter 7: PowerPoint Course Navigator: Chapter 7  Lab #8	1-2 ; 5-6 A—C
<b>Week #7</b>				
9/25	Chapters 7—8  Lab #9	Community Pharmacy Dispensing  Healthcare & Prescription Drug Insurance <i>Pharmacy Labs for Technicians</i> Text: Lab #9: Processing a Prescription	Quiz #4: Chapter 7  Chapters 7—8: PowerPoint Course Navigator: Chapter 7 Read and Review: Chapter 8 Lab #9	1-2 ; 5-6 A—C
9/27	Chapter 8  Labs #10—11	Healthcare & Prescription Drug Insurance  <i>Pharmacy Labs for Technicians</i> Text: Lab #10: Processing a Refill Lab #11: Obtaining Refill Authorization	Chapter 8: PowerPoint Course Navigator: Chapter 8  Labs #10—11	1-2 ; 5-6 A—C
<b>Week #8</b>				
10/2	Chapter 8  Lab #12	Healthcare & Prescription Drug Insurance  <i>Pharmacy Labs for Technicians</i> Text: Lab #12: Processing Third-Party Claims	Quiz #5: Chapter 8  Chapter 8: PowerPoint Course Navigator: Chapter 8  Lab #12	1-2 ; 5-6 A—C

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<b>Date</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Exams Due Dates</b>	<b>Competency Area</b>
10/4	Chapters 8—9  Labs #13—14	Healthcare & Prescription Drug Insurance  The Business of Community Pharmacy  <i>Pharmacy Labs for Technicians</i> Text: Lab #13: Verifying Cash Pricing Lab #14: Producing an Audit Log	Chapters 8—9: PowerPoint Course Navigator: Chapter 8 Read and Review: Chapter 9  Labs #13—14	1-2 ; 5-6  A—C
<b>Week #9</b>				
10/9	Chapter 9	The Business of Community Pharmacy	Quiz #6: Chapter 9  Chapter 9: PowerPoint Course Navigator: Chapter 9	1-2 ; 5-6  A—C
10/11	Chapters 9—10  Lab #2	The Business of Community Pharmacy  Extemporaneous, Nonsterile Compounding  <i>Pharmacy Labs for Technicians</i> Text: Lab #2: Customer Service and Processing Transactions at the Cash Register	Chapters 9—10: PowerPoint Course Navigator: Chapter 9 Read and Review: Chapter 10  Lab #2	1—7  A, C
<b>Week #10</b>				
10/16	Chapters 9—10	The Business of Community Pharmacy  Extemporaneous, Nonsterile Compounding	Quiz #7: Chapter 10 Chapters 9—10: PowerPoint Course Navigator: Chapters 9—10	1—7  A, C
10/18	Chapters 7—10  Chapter 11	Unit #3 Exam: Chapters 7—10  Hospital Pharmacy Dispensing	Unit #3 Exam: Chapters 7—10  Chapter 11: PowerPoint Read and Review: Chapter 11	1—7  A—C
<b>Week #11</b>				
10/23	Chapter 11	Hospital Pharmacy Dispensing	Chapter 11: PowerPoint Course Navigator: Chapter 11	1-2 ; 5-6  A—C
10/25	Chapters 11—12	Hospital Pharmacy Dispensing  Infection Control, Aseptic Technique, & Cleanroom Facilities	Quiz #8: Chapter 11  Chapters 11—12: PowerPoint Course Navigator: Chapter 11 Read and Review: Chapter 12	1-2 ; 5-6  A—C

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Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
<b>Week #12</b>				
10/30	Chapters 12—13	Infection Control, Aseptic Technique, & Cleanroom Facilities  Sterile and Hazardous Compounding	Chapters 12—13: PowerPoint Course Navigator: Chapters 12—13 Read and Review: Chapter 13	1—7 A—C
11/1	Chapters 11—13  Chapter 14	Unit #4 Exam: Chapters 11—13  Medication Safety	Unit #4 Exam: Chapters 11—13  Chapter 14: PowerPoint Read and Review: Chapter 14	1—7 A—C
<b>Week #13</b>				
11/6	Chapter 14  Lab #15	Medication Safety  <i>Pharmacy Labs for Technicians</i> Text: Lab #15: Medication Therapy Management	Chapter 14: PowerPoint Course Navigator: Chapter 14  Lab #15	1-2 ; 5-6 A—C
11/8	Chapter 14  Lab #22	Medication Safety  <i>Pharmacy Labs for Technicians</i> Text: Lab #22: Medication Reconciliation	Quiz #9: Chapter 14  Chapter 14: PowerPoint Course Navigator: Chapter 14  Lab #22	1-2 ; 5-6 A—C
<b>Week #14</b>				
11/13	Chapters 14—15	Medication Safety  Professional Performance, Communication, & Ethics	Chapters 14—15: PowerPoint Course Navigator: Chapters 14—15 Read and Review: Chapter 15	1-2 ; 5-6 A, C
11/15	Chapters 15—16	Professional Performance, Communication, & Ethics  Your Future in Pharmacy	Quiz #10: Chapter 15  Chapters 15—16: PowerPoint Course Navigator: Chapters 15—16 Read and Review: Chapter 16	1-2 ; 5-6 A, C
<b>Week #15</b>				
11/20	Chapters 14—16	Unit #5 Exam: Chapters 14—16	Unit #5 Exam: Chapters 14—16	1-2 ; 5-6 A—C
11/22	Holiday			

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Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
<b>Week #16</b>				
11/27	Work Ethics	Work Ethics	Work Ethics	1-2 ; 5-6 A, C
11/29	Review	Review For Final Exam	Review For Final Exam	1—7 A—C
<b>Week #17</b>				
12/6	Final Exam	Comprehensive Final Exam	Final Exam	1—7 A—C

**Competency Areas: (will vary for each course/taken from state standards)**

1. Safety
2. Orientation to the Pharmacy Technology Field
3. Fundamental Principles of Chemistry
4. Basic Laws of Chemistry
5. Ethics and Laws
6. Definitions and Terms
7. Reference Sources

**General Core Educational Competencies**

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.



## Southeastern Technical College Pharmacy Technology Diploma Program

I have read and understand the syllabus for PHAR 1010. I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabi. By signing this agreement, I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for. I agree to follow the guidelines and rules listed on the syllabi.

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Print Name

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Student Signature

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Date

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