



# Pharmacy Technician Certification Program Course Syllabus

**Instructor:** Miguel Rangel

**Phone:** 956-580-5300 ext. 1434

**Room:** 230

**Office Hours:** 2:30- 3:30

**Tutoring:** Tuesday and Thursday 7:30-8:00 a.m.

**Required supplies:**            **Due Date:** 1<sup>st</sup> week of school

- 3 inch binder with dividers
- Notebook
- 300 Index Note Cards
- Highlighter
- Blue or black ink pen or pencil
- Scrubs (Price range \$35-45. Students will purchase individually)  
Lab Supplies will be needed TBD

## **Textbooks:**

*Mosby's Pharmacy Technician 4<sup>th</sup> Edition* by Neumiller et.al. (Elsevier, Inc. 2016)  
ISBN 978-1-4557-5178-5

*Workbook and Lab Manual for Mosby's Pharmacy Technician 4<sup>th</sup> Edition* by M. May.  
(Elsevier, Inc. 2016) ISBN 978-1-4557-5180-9

## **Course Outline:**

This course provides students with the basic understanding and skills required to obtain an entry-level position in industry as a pharmacy technician. It introduces students to the knowledge, and practices and procedures used by pharmacy technicians in patient care in a variety of pharmacy operations and settings. Therefore, it covers a wide range of topics related to preparing for a career as a pharmacy technician (please see below). At the end of the course, students will have the opportunity to take the Pharmacy Technician Certification Exam.

## **Topics Include:**

Introduction to Pharmacy  
History of Medicine and Pharmacy  
Pharmacology  
Pharmacy Law, Ethics, and Regulatory

Agencies  
Sterile and Non-Sterile Compounding  
Medication Safety  
Quality Assurance

Common Pharmacy Calculations  
Dispensing- Institutional and Community  
Pharmacy Practice  
Inventory Management

Pharmacy Billing and Reimbursement  
Use of Technology in the Pharmacy

### **Grading Procedures:**

40% grade: Minor assignments (daily work, homework, lab work, participation)

60% grade: Major assignments (tests, reports/research/essays, projects/presentations)

### **Assignment Make-up Policy:**

**Unexcused** absences are not acceptable. Daily tasks will often be assigned which are due by the end of the class meeting. **All** types of assignments, both major and minor, missed or not turned in due to an **unexcused** absence cannot be made up, and will receive a 0 for a grade. This includes midterm and final exams.

However, work missed due to an **excused** absence can be made up. But it is always the student's obligation to speak with the instructor and make arrangements to complete the missed assignment(s). This missed work must be made up at the rate of one day for each day missed, with a maximum of five days allowed. Make-up quizzes or tests may be different from the original. If the missed work was a **major** assignment, however, the student may upon request receive an extra 3 days to complete it. Work due, but not turned in on time because of an **excused** absence, is due on the day the student returns to school. An exception may be made for students giving advance notice of absence by turning work in early or immediately upon return. Please refer to the "Sharyland ISD Grading Procedures" for 2020-2021 in the District Student Handbook for further details.

### **Classroom Expectations:**

Students are expected to act in a professional manner: By meeting deadlines, solving problems, cooperating with classmates, and generally contributing in a positive way to the class. Working in your field of study often means searching for solutions in a group context. Teamwork, listening, empathy, enthusiasm, emotional maturity, respect and consideration of other people's concern are all essential to success. Please bring these qualities and values with you to class. It is as important to "practice" these interpersonal skills as it is to learn new intellectual content and related skills.

### **Classroom Procedures:**

- Your behavior at all times should be a good reflection upon you and your school.
- No food or drinks, except water, are allowed in the classroom.
- No cell phone use is permitted in class.
- Please be aware of and follow the dress code.
- As per Sharyland ISD policy any missed work is the student's responsibility. You will be responsible for obtaining any missed assignments, notes, or handouts.
- Only students with **excused** absences will be allowed to make up work per district policy (please refer to your student handbook).
- Be in your seat when the bell rings. **I will dismiss** class at the end of the period.

- Health Science-related assignments are the only work to be done in class. Any other assignments will be picked up.
- When a visitor is in the room, please show exceptional courtesy and respect.
- Reporting on clinical current events in health can always be submitted for extra credit; however, you must make **prior** arrangements with me.



### **Leadership Activities:**

Health Occupations Students of America (HOSA) is the student organization that provides leadership development on the local, area, state, and national level. Participation enables the student to grow personally and to network with other students similar to professional organizations. HOSA provides opportunities to learn citizenship and participate in community service projects. HOSA is co-curricular and some leadership activities will be conducted within the classroom setting.

Membership is **optional** but **highly recommended** for all students.

Annual cost for HOSA membership: \$40  
(this fee pays for your national, state and local dues and online test)

Uniforms:

- Ladies: Navy blue skirt/pant suit, white blouse, dark hosiery, closed shoe
- Gentlemen: Navy blue suit, white collared shirt, maroon tie, dress shoe

Competitive Events: Please log in to [www.hosa.org](http://www.hosa.org) for competitive events and guidelines

**ACKNOWLEDGMENT OF SYLLABUS  
AND CLASSROOM PROCEDURES**  
*Pharmacy Technician Certification Program*

**I have read and understand the classroom procedures and agree to follow them.**  
(I have reviewed the classroom procedures with my son/daughter)

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**Student Signature**

**DATE**

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**Parent / Guardian Signature**

**DATE**

<p>It is the policy of Sharyland ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.</p>
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