

Basic Course Information

Semester	Fall 2014	Instructor Name	Cynthia Ramirez
Course Title & #	Intro. Pharmacy Technician	Email	ms.ramirez81@gmail.com
CRN #	10652	Webpage (optional)	
Room	2139	Deadline to drop with "W"	November 8, 2014
Class Dates	08/18/14-12/13/14		
Class Days	Thursday		
Class Times	06:30-08:40pm	Office contact if student will be out or emergency	Department Secretary is an option
Units	2.0		

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

- Outcome 1: communicate the history of the pharmacy technician role using appropriate references. (ILO 4, ILO 5)
- Outcome 2: discuss and report on the legal requirements regarding the pharmacy technician role. (ILO 1, ILO 4)

Course Objectives

Required language: Use from CurricUNET <http://www.curricunet.com/Imperial/>

Textbooks & Other Resources or Links

1. The Pharmacy Technicians 5 Ed. Perspective Press, Morton Publishing Company, 2013
ISBN: 978-1-61731-070-6

Course Requirements and Instructional Methods

Assignments Schedule: Assignments will be given weekly and are due the following class meeting. All assignments will be collected at the beginning of the class for full credit. All late assignments turned in will be graded at a reduced rate, approximately ½ of full credit. If you are absent for a class meeting, your assignments are immediately due the following class meeting along with any work scheduled to be turned in that day.

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 or does not complete the first mandatory activity of an online 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. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and 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.
- 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

- Plagiarism is to take and present 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating 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 School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
 - plagiarism
 - copying or attempting to copy from others during an examination or on an assignment;
 - communicating test information with another person during an examination;
 - allowing others to do an assignment or portion of an assignment
 - use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Required Language: 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 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Required Language: Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Required Language: Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Required Language: Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 21	Syllabus & Introduction	R p. 2-16 HW Review Q Due 8/28
Week 2 August 28	Chapter 1 – Pharmacy & Health Care	R p. 22-32 HW Review Q Due 9/4
Week 3 September 4	Chapter 2 – The Pharmacy Technician	R p. 38-62 HW Review Q Due 9/11
Week 4 September 11	Chapter 3 – Drug Regulation & Control	R p. 96-112 HW Review Q Due 9/18
Week 5 September 18	Chapter 5 – Prescriptions	R p. 174-202 HW Review Q Due 9/25
Week 6 September 25	Chapter 7 – Routes and Formulations	R p. 290-306 HW Review Q Due 10/2
Week 7 October 2	Chapter 10 – Basic Biopharmaceutics	STUDY STUDY
Week 8 October 9	Mid-Term	R p.312-326 Review Q Due 10/16
Week 9 October 16	Chapter 11 Factors Affecting Drug Activity	R p. 332-344 HW Review Q Due 10/23

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Week 10 October 23	Chapter 12 – Information	R p. 350-364 HW Review Q Due 10/30
Week 11 October 30	Chapter 13 – Inventory Management	R p. 370-386 HW Review Q Due 11/6
Week 12 November 6	Chapter 14 – Financial Issues	R p. 392-414 HW Review Q DUE 11/13
Week 13 November 13	Chapter 15 – Community Pharmacy	R p. 420-454 HW Review Q DUE 11/20
Week 14 November 20	Chapter 16 – Hospital Pharmacy	R p. 460-470 HW Review Q Due 12/4
Week 15 November 27	No School Have a Safe Thanksgiving	
Week 16 December 4	Chapter 17 – Other Environments	STUDY! STUDY!
Week 17 December 11	FINAL EXAM	