



**HLSC 140 Pharmacy Technician Seminar section name section credit hours**  
**Credits**  
**Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This course is a review of the basic concepts and applications of pharmacy technology. It includes the laws and regulations and the pharmacy profession, reading and interpreting prescriptions, dosage calculations and conversions, blood and lymph systems, IV flow rates, prescriptions, drug compounding, dispensing of prescriptions, inventory, billing and reimbursement. It also provides a review of practical applications of pharmacy technician.

**Prerequisites:** Take HTP-110

**Terms offered:** Fall and Spring

**Section-specific Course Description:**

## Course Level Objectives

Upon successful completion of the course, the student will be able to understand:

1. Medical terminology specific to the pharmacy.
2. Reading and interpreting prescriptions.
3. Defining drugs by generic and brand names.
4. Dosage calculations.
5. Blood and lymph system.
6. IV flow rates.

7. Drug compounding.
8. Dose conversions.
9. Dispensing of prescription.
10. Inventory control, billing, and reimbursement.

## Required Texts and/or Materials

### **Pharmacy Practice for Technicians and Navigator+**

9780763880699

Ballington and Anderson

Paradigm Education

2017

6th

This is available in print and eBook. Regardless of your choice, you must get the product with Navigator+ as resources, including graded assignments, will be integrated with our course in Canvas and require the Navigator+ code for each text.

### **Pharmacy Calculations for Technicians and Navigator+**

9780763880736

Ballington and McKennon

Paradigm Education

2017

6th

This is available in print and eBook. Regardless of your choice, you must get the product with Navigator+ as resources, including graded assignments, will be integrated with our course in Canvas and require the Navigator+ code for each text.

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities:

- Class participation
  - Learn 200 Brand/Generic drug names with associated classes and schedule
  - Complete labs pertaining to medication filling and labeling as well as some compounding
  - 45 Clinical hours - site assigned by instructor
- Quizzes covering drug list
- Math Skills (Pharmacy Calculations Book)
- Reading prescriptions
- Non-sterile compounding (Creams, Lotions, Bulk items)
- Sterile compounding (Large volume IV's, IV Piggy Backs, Antibiotics, Chemo.)
- Assignments to help prepare for exams
- Mid-Term Exam
- Final Exam

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after

class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

Attendance will be graded as follows:

- No absences A+
- One absence A
- Two absences B
- Three absences C
- Four or more F

Absences for which a medical or court excuse is provided (professional letterhead required) will be recorded but not figured in the attendance grade. Likewise, one absence for which advance notice is given by phone or in person will not be figured in the attendance grade. Any significant tardy or early departure from class will be figured as a half absence. Also, anyone who has more than four class-long, unexcused absences will receive an “F” grade for the COURSE. Keep in mind that this is an occupational

course, and attendance is important here just as it will be in the employment for which this course is in part designed to prepare you

## Other Classroom Policies and Expectations

Your ideas, End-of Course Evaluations, comments, suggestions, questions, grade challenges, etc. are welcome. Your discretion in these matters is expected, however. No part of your grade will be based on anything other than your coursework and attendance.

## Canvas Participation and Expectations

Each student should check Canvas and email at least once a day. Please enable the course notifications so you will be notified on your phone of any emails sent through the Canvas email system. Keep in mind that the course schedule that is posted on Canvas is a fluid schedule and will change as needed based on how quickly we master the material throughout the course.

## Instructor Response Time

Phone calls and or texts will be answered within 24 hours. Emails will be answered within 24 hours. If you need an answer before the 24 hours please indicate that in your message. Monday - Friday from 0700-1630 only a text will be answered. Please include your name in your messages.

## Course Time Commitment

All students should spend 9-12 hours a week for this course.

## Grading

Final grades are calculated based on the following...

This course uses weighted grades to calculate your final grade.

What does it mean to weight a grade?

When grades are weighted, some assignments (e.g. Final Exam) or categories of assignments (e.g. Quizzes) count more than others.

Why not just assign more points to the things that are harder?

In a perfect world this would work. However, there is far more flexibility in weighting grades. If an instructor decides that quizzes should make up 25% of the total points in a course, it doesn't matter whether there is 1 quiz, 5 quizzes or, heaven forbid, 50 quizzes. The total points earned for the quizzes still makes up 25% of the final grade. If an instructor decides to increase or decrease the workload based on the particular needs of any group of students, weighted grades make that easy. In a scenario where grades are weighted by category and the number of assignments in a category changes, no changes to the course points or course guide would be necessary. If, on the other hand, the point system was used, and a change to the course assignments is needed, the total points for the class would change and the course guide would need to be updated.

How are the points for a weighted item calculated?

Multiply each score over the total points possible by the weight. For example, the midterm is worth 100 points and makes up 15% of the course grade. If you earned 90/100 on the midterm, then the calculation would be  $.15(90/100) = .135$ . Expressed as a percent, you earned 13.5% of the total course grade. There would still be 85% available through the other grade categories, and your highest potential after the midterm would be 98.5%.

Grading Scale:

90 - 100% A

80 - 89% B

70 - 79% C

60 - 69% D

Below 60% F

To determine final grades use the calculations above along with the table below.

Category	Weight
Quizzes	15
Midterm Exam	15
Final Exam	15
Assignments	25
Clinical Hours	20
Attendance	10

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

This course is online but we will maintain the option of having live interaction via Zoom on Tuesdays and/or Thursdays from 6:00pm to 8:30pm. If permitted, we will also meet at least twice on a Tuesday or Thursday during these times to complete lab activities.

The clinical experience that is required is in addition to the above mentioned class times. As we get further into the course I will assign you clinical sites and then you will be responsible for scheduling your clinical hours with your preceptor.

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button

for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

## **2. The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

## **3. Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

## **4. Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## **5. Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)



- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

## 6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## 7. **Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive

interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

#### **8. Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

#### **9. Grading Policies**

##### **Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))**

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

#### **10. Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

## Program Handbook

This program has no additional handbook.