

SAN JUAN COLLEGE

**HLSC 140 Pharmacy Technician Seminar Section Name Section Credit Hours Credits**  
**Syllabus**

**Section-specific Course Description:**

## Course Level Objectives

Upon successful completion of the course,

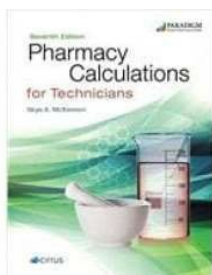
Students will have the knowledge to start and complete the process of filling a prescription and utilize inventory control, billing and reimbursement systems.

Students will be able to effectively communicate using proper medical and pharmaceutical terminology.

Students will be able to identify the top 200 drug list put out by the FDA.

Students will exhibit the needed skills, knowledge and professionalism to become employed in a facility

## Required Texts and/or Materials



**Pharmacy Calculations for Technicians**

Bundle: Cirrus 2.0

9780763893200

Sky A. McKennon

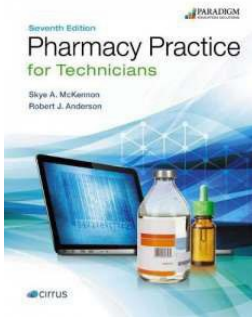
Paradigm

7th

**Pharmacy Practice for Technicians**

Bundle: Cirrus 2.0

9780763893187



Skye A. McKennon, Robert J. Anderson  
Paradigm  
2021-06-30  
7th  
9780763893187

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Course Requirements

Students will do the following activities:

- Class participation
  - Engage in Discussion Boards
- Quizzes covering drug list - Top 200
- Math Skills (Pharmacy Calculations Book)
- Interpreting, inputting, processing and preparing prescriptions
- Assignments to help prepare for exams, quizzes and the National Pharmacy Technician certification exam
- 45 hour experiential learning
- Mid-Term Exam
- Final Exam

## 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.

# 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
Labs	10

## Course Time Commitment

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

## 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.

## 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

## Instructor Response Times & Regular Interaction Expectations

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.

## 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.

## Program Handbook

This program has no additional handbook.

## 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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

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

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical

testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.