

**PHT 150 Course Outline as of Summer 2025****CATALOG INFORMATION**

Dept and Nbr: PHT 150                      Title: INTRO TO PHARMACY TECH  
 Full Title: Introduction to Pharmacy Technician  
 Last Reviewed: 1/23/2023

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 3.00 | Lecture Scheduled     | 3.00 | 17.5         | Lecture Scheduled  | 52.50 |
| Minimum | 3.00 | Lab Scheduled         | 0    | 8            | Lab Scheduled      | 0     |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | Contact Total         | 3.00 |              | Contact Total      | 52.50 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: PHARM 150

**Catalog Description:**

Students will be introduced to the role and work environment of the pharmacy technician in a retail, hospital, and other healthcare settings. The student will learn about legal responsibilities, technical activities and common medications used. The pharmacy technician student will also learn how to interpret common prescriptions and conduct simple pharmaceutical mathematic calculations.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Students will be introduced to the role and work environment of the pharmacy technician in a retail, hospital, and other healthcare settings. The student will learn about legal responsibilities, technical activities and common medications used. The pharmacy technician student will also learn how to interpret common prescriptions and conduct simple

pharmaceutical mathematic calculations. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |            |           |
|----------------------|----------------------|------------|-----------|
| <b>AS Degree:</b>    | <b>Area</b>          | Effective: | Inactive: |
| <b>CSU GE:</b>       | <b>Transfer Area</b> | Effective: | Inactive: |
| <b>IGETC:</b>        | <b>Transfer Area</b> | Effective: | Inactive: |
| <b>CSU Transfer:</b> |                      | Effective: | Inactive: |
| <b>UC Transfer:</b>  |                      | Effective: | Inactive: |

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Differentiate between the technician's and the pharmacist's job responsibilities.
2. Differentiate between the organizational structures of both retail and inpatient pharmacies.
3. Interpret and apply pharmaceutical principles commonly used in the pharmacy.

**Objectives:**

At the conclusion of this course, the student should be able to:

1. State all of the technician's primary job responsibilities, describe the duties involved and explain how they differ from the responsibilities of the pharmacist.
2. List local, state and federal agencies and the regulations specifically associated with the responsibility of the pharmacy technician.
3. Describe major hospital departments and service units.
4. State reasons for disciplinary action against a pharmacist or pharmacy technician.
5. Locate and use drug references.
6. State reasons for maintaining the confidentiality of all patient information.
7. Differentiate among the chemical, generic, trade, and official names of drugs.
8. Describe workplace ethics and professionalism for pharmacists and pharmacy technicians.

**Topics and Scope:**

I. Introduction to the Role of Pharmacy Technician

- A. Definition of pharmacy, registered pharmacist, pharmacy technician and, pharmacy clerk
- B. Duties and educational requirements of a registered pharmacist, pharmacy technician, and pharmacy clerk
- C. Developing relationships with other pharmacy personnel, vendors, and clients

- D. Educational and other requirements for registration, certification, and licensing
- II. Knowledge of Pharmaceutical/Pharmacy Technician Governing Bodies and Organizations
  - A. Federal
    - 1. Food and Drug Administration (FDA)
    - 2. Drug Enforcement Agency (DEA)
    - 3. Occupational Safety and Health Administration (OSHA)
    - 4. The Joint Commission (TJC)
    - 5. American Society of Health Systems Pharmacists (ASHP)
    - 6. Pharmacy Technician Certification Board (PTCB)
    - 7. American Pharmacist Association (APhA)
    - 8. Diversified Prescription Systems (DPS)
  - B. State
    - 1. California State Board of Pharmacy
    - 2. California Pharmacist Association (CPhA)
    - 3. California Pharmacy Technician Association (CPhTA)
  - C. Local County organizations
- III. Ethics Guidelines for Pharmacists and Pharmacy Technicians
- IV. General Conduct and Disciplinary Action
  - A. Communication
  - B. Professional attitude
  - C. Dress code
  - D. Disciplinary action
    - 1. State regulations
    - 2. Institution/agency policies
- V. Pharmacy/Medical Terminology and Abbreviations
  - A. Routes of administration of drugs
  - B. Scheduled times of drug administration
  - C. Pharmaceutical dosage forms
  - D. Miscellaneous pharmaceutical drug, vitamin, chemical, and chemical compound abbreviations
  - E. Basic pharmaceutical mathematics; calculation of estimated days supply
  - F. Naming of Drugs
    - 1. Chemical name
    - 2. Generic name
    - 3. Trade name
    - 4. Official name
    - 5. Combination drugs
- VI. Drug References
- VII. Organizational Structure
  - A. Hospital governing structure and hospital personnel
  - B. Inpatient pharmacy and retail organization and personnel
- VIII. Identification of Realistic Career Objectives
- IX. Introduction to Discipline-Specific Research Tools

**Assignment:**

- 1. Reading from textbook (approximately 30-40 pages per week)
- 2. Quizzes (5-7), exams(2-4), and final exam
- 3. One-page writing assignments, answering case scenario questions (7-10)
- 4. Attendance and participation

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Writing assignments answering case scenarios

Writing  
35 - 45%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes, exams, and final exam

Exams  
50 - 60%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
5 - 10%

## Representative Textbooks and Materials:

Pharmacy Practice for Technicians. 7th ed. Ballington, Skye A. McKennon & Robert J. Anderson. EMC/Paradigm Publishing. 2021.

Instructor prepared materials