PHT 102 Pharmaceutical Calculations for the Pharmacy Technician Syllabus

Fall 2025

General Information and Class Meetings

Section Number	Units	Days and Times	Location
1881	2.00	Tuesdays 4:00 pm - 6:00 pm	In-Person Room # 4024 William Race Building, Santa Rosa Campus

Instructor Contact

Instructor	Email	Office Hours
Aiko Tompkins, PharmD, RPh	atompkins@santarosa.edu	20 minutes before class time (in room # 4024) By appointment

Course Description

This course will prepare students for success in therapeutic calculations through pharmaceutical skills development (dosage, volume, concentration) of computations with absorption rate, admixtures, medicinal compounding, and applied measurement systems. Students will learn to identify and distinguish bioavailability and bioequivalence alliteration and accurately recognize pharmaceutical units as required by the California State Board of Pharmacy.

Student Learning Outcomes

- At the end of this course, students should be able to:
  1. Demonstrate working knowledge in computational pharmaceutical science calculations.
  2. Explain extemporaneous compounding in ambulatory and inpatient settings.
  3. Cite and evaluate aseptic and infusion compounding techniques.
  4. Interpret and compare the collecting, organizing, and evaluating information for direct patient care, drug use review, and departmental management.
  5. Apply critical thinking skills in identifying pharmacodynamics, pharmacokinetics, and pharmaceutics in case studies.
- Please review PHT 102 Course Outline for details.

Course Website

Students will use the Canvas course website for tasks, including but not limited to, reviewing class materials, submitting assignments, and viewing grades.

Required Textbook and Equipment

- Textbook
  - *Pharmacy Calculations for Technicians*. 7th Edition. McKennon, Skye A. 2022 Paradigm. ISNB: 978-0-7638-9303-3
  - Textbooks can be found and ordered online through the SRJC Bookstore. To pick up books in Petaluma, orders must be placed through the Petaluma Bookstore website.
- Equipment
  - Non-programmable scientific calculator

Important Dates

Day Class Begins	**Tuesday, August 19, 2025**
Last Day to Add without instructor's approval	Sunday, August 24, 2025
Last Day to Drop and be eligible for enrollment/course fee refund	Sunday, August 31, 2025
Last Day to Add with instructor's approval Last Day to Drop without a 'W' symbol	Sunday, September 7, 2025
Day of Mid-Term	**Tuesday, October 28, 2025**
Day Class Ends	Tuesday, December 9, 2025
Last Day to Drop with a 'W' symbol	Sunday, November 16, 2025
Day/Time of Final Exam	**Tuesday, December 16, 2025 1:00 PM - 3:45 PM**

Dropping the Class

It is the student's responsibility to officially drop the course to avoid receiving no refund (after 10 % of the course length), a "W" symbol (after 20 %), or a final grade (after 60 %). Students with several consecutive, unexplained absences may be dropped by the instructor. Discussing with the instructor on plans to withdraw before dropping the course is strongly encouraged.

Pass NoPass (P/NP)

This class is not eligible for a Pass-NoPass grade.

Instructor Announcements

The instructor will post announcements on the "Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred notification preferences as soon as the instructor creates an announcement.

Class Style and Structure

- The course follows a flipped-classroom model. Instead of the instructor lecturing in class and assigning practice problems as homework, assigned materials are studied independently before class to learn foundational concepts. Class time is then dedicated to activities, such as group work and problem-solving, allowing for the application and reinforcement of concepts with instructor guidance.
- Pre-Class Assignments (PCA) must be completed prior to the scheduled class session (see "Pre-Class Assignment" section below for details).
- In-Class Worksheets (ICW) will be completed during class (see "In-Class Worksheet" section below).
- Most in-class activities will be conducted in small groups. Groups will be assigned by the instructor and may be reassigned during the semester.
- The course includes four (4) quizzes (including a pre-quiz on the first day), one (1) midterm exam, and one (1) final exam (see "Quizzes and Exams" section below for details).
- A semester-long group math project is required (see "Math Project" section below).

Grade Distribution

Final grades will be calculated as follows:

Category	Percentage	Number of Graded Items	Total Points
Attendance and Participation	10%	15	100
Pre-Class Assignment (PCA)	10%	10	100
In-Class Worksheets (ICW)	10%	13	100
Quizzes	20%	4	200
Mid-term	20%	1	200
Final exam	20%	1	200
Math Project	10%	6	100
		Total Course Points	**1,000**

Attendance and Participation (10 % of Total Grade)

- Attendance will be closely monitored. Students who do not attend the first class may be dropped from the course. Uninformed absences and tardiness will result in a grade penalty. The instructor should be notified as soon as possible in cases of absence, late arrival, or early departure (see "Last Notes" section below for details).
- Full participation and active engagement in class activities are expected. Lack of participation or engagement may result in a grade penalty.

Pre-Class Assignment (PCA) (10 % of Total Grade)

- In alignment with the flipped-classroom structure, the Pre-Class Assignment (PCA) is designed to introduce material before class and to prepare for the In-Class Worksheets (ICW's) completed during class. PCA's are completed on Canvas and are due Mondays at 11:59 p.m. PST, prior to the scheduled class (see "Class Schedule" for details and due dates).
- Each PCA covers chapters from *Pharmaceutical Calculations for Technicians* and any other assigned weekly materials on Canvas. Supplemental resources may be provided for select topics.
- **Recommended Approach for Completing PCA's:**
  1. **Read all assigned materials before beginning the PCA.**
  2. **Attempt the PCA without using any resources (as if it were a closed-book quiz), then submit answers.**
  3. **Review results and revisit the textbook, focusing on missed questions.**
  4. **Reattempt the PCA without using resources.**
  5. **Repeat the process until all questions are correct or attempts are exhausted.**
  6. (Although this method is strongly encouraged, the textbook may be used as support while completing PCA's.)
- Some questions may include a "Tech Tip", which highlights the practical application of knowledge and skills in real-world pharmacy practice.
- "Problem Set" questions embedded in the textbook are also recommended for additional review and skill reinforcement.

In-Class Worksheet (ICW) (10 % of Total Grade)

- In-Class Worksheets (ICWs) will be completed during class sessions. ICW's are provided by the instructor during class time.
- Each ICW is graded on completeness and accuracy. ICW's are expected to be completed and submitted to the instructor during class for grading and feedback.
- Answer keys for ICW's will be posted on Canvas after the class meeting.

Quizzes and Exams **(60 % of Total Grade)**

- Quiz and exam content are drawn from, but not limited to, the textbook, Pre-Class Assignments, In-Class Worksheets, and any supplemental materials.
- Quizzes (20 % of total grade)
  - There will be one (1) pre-quiz (on the first day) and three (3) unit quizzes. Unit quizzes are administered at the beginning of class (See "Class Schedule" for quiz dates and covered sections).
  - Quizzes will be graded and returned at the next class meeting.
  - Missed quizzes will receive a score of zero (0).
- Mid-term and final exam (20 % each of total grade)
  - There will be one (1) mid-term and one (1) *comprehensive* final exam.
  - Exams are administered in-person but completed on Canvas in multiple-choice format. Questions are designed to mirror the style and format of those found on the Pharmacy Technician Certification Exam (PTCE).
  - Missed exams will receive a score of zero (0).

Math Project **(10 % of Total Grade)**

A semester-long group math project will be completed in six parts. Detailed instructions will be provided between late August and early September.

Grading Policy

- Visit the "Grades" in Canvas to keep track of grades and see instructor comments on submissions.
- Grades will be assigned as follows (total 1,000 possible points):

Letter Grade	Grade Point	Definition	Percentage	Point Range
A	4	Excellent	≥ 90.0 %	≥ 900
B	3	Good	80.0 – 89.9 %	800 - 899
C	2	Satisfactory	70.0 – 79.9 %	700 - 799
D	1	Less than satisfactory	60.0 – 69.9 %	600-699
F	0	Failing	≤ 59.9 %	≤ 599

Late Policy

- Late submissions within one week past the due date, without prior notice, will incur a 20% penalty.
- Late submissions more than one week past the due date, without prior notice, will not be accepted and will receive a score of zero (0).
- Late submissions with prior notice may be accepted for grading. The instructor must receive an email explaining the reason for the late work before the due date.

Standards of Conduct

- Enrollment in SRJC classes requires adherence to the SRJC Student Conduct Standards. Violations may result in referral to the Vice President of Student Services, dismissal from the class, or dismissal from the College. For more information, refer to the Student Code of Conduct page.
- Collaborating on or copying tests or homework, in whole or in part, constitutes academic dishonesty and will result in a grade of zero (0) for the affected assessment. Sharing information and ideas is encouraged; however, submitting another student's work is prohibited. Refer to SRJC's Policy on Academic Integrity for more information.

Other Important Policies and Practices

- Avoid Plagiarism Like the, er, Plague!
  - Although most students have likely heard about plagiarism during their years of schooling, it still is prevalent, even in higher education.
  - Watch Plagiarism: How to Avoid It to review what plagiarism is and how not to do it.
- Netiquette, or Why Is It Harder to Be Polite Online?

  Netiquette refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:
  - Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
  - Forward emails only with a writer's permission.
  - Be considerate of others' feelings and use language carefully.
  - Cite all quotations, references, and sources (otherwise, it is plagiarism).
  - Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
  - Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
  - Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

Special Needs

Students with disabilities who believe they need accommodation in this course are encouraged to contact Disability Resources Department (707-527-4278; disabilityinfo@santarosa.edu), as soon as possible to better ensure such accommodation is implemented in a timely fashion.

Student Expectations

- Arrive to class prepared by completing weekly readings, self-study, and Pre-Class Assignments.
- Fully participate and engage in class by completing In-Class Worksheets.
- Make a genuine effort and seek help when needed.

Instructor Expectations

- Be available to students and provide support for their learning.
- Maintain open communication on class details.
- Grade assignments, provide feedback, and respond to messages in a timely manner.
- Bring practicality to learning by explaining the relevance of concepts to future pharmacy careers.

Last Notes

- Open communication is valued. It is understood that unforeseen circumstances may occur. The instructor aims to be fair and understanding, and encourages timely communication regarding tardiness, absences, late work submissions, etc. Support and accommodation are more likely to be provided when notice is given within a reasonable timeframe; last-minute or unreasonable requests are less likely to be accommodated.
- *Constructive* feedback to improve the course is welcome. Feedback should be specific, actionable, and delivered in a positive and respectful manner.

I look forward to working with you throughout this semester 😊