

# PHT 102 Syllabus

## Pharmaceutical Calculations for the Pharmacy Technician Spring 2026

### Course Information

Section	Units	Days & Times	Modality	Location
6667	2.00	Thursdays, 6:00 pm - 8:00 pm	In-Person	Room # 4076 William Race Building, Santa Rosa Campus

### Instructor Information

Instructor	Email	Office Hours
Aiko Tompkins, PharmD, RPh	<a href="mailto:atompkins@santarosa.edu">atompkins@santarosa.edu</a>	<ul style="list-style-type: none"><li>5:30 pm – 5:50 pm (Room # 4079)</li><li>By appointment</li></ul>

### 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:
  - Demonstrate working knowledge in computational pharmaceutical science calculations.
  - Explain extemporaneous compounding in ambulatory and inpatient settings.
  - Cite and evaluate aseptic and infusion compounding techniques.
  - Interpret and compare the collecting, organizing, and evaluating information for direct patient care, drug use review, and departmental management.
  - Apply critical thinking skills in identifying pharmacodynamics, pharmacokinetics, and pharmaceuticals in case studies.
- See [PHT 102 Course Outline](#) for additional 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. ISBNB: 978-0-7638-9303-3
    - Textbooks can be found and ordered online through the SRJC Bookstore.
    - **The SRJC Pharmacy Technician Program offers a Textbook Lending Program with a limited amount available. Students who borrow the textbook must sign a Lending Borrower's Agreement and return it by the specified due date. Failure to do so may result in a hold on the student's account.**
- Equipment
  - At least two (2) writing utensils in different colors.
  - Non-programmable scientific calculator
    - Note: Calculators on cell phones are not permitted during quizzes or exams.

## Important Dates

<b>Day Class Begins</b>	<b>Thursday, January 15, 2026</b>
Last Day to Add without instructor's approval	Sunday, January 18, 2026
Last Day to Drop and be eligible for enrollment/course fee refund	Sunday, January 25, 2026
Last Day to Add with instructor's approval Last Day to Drop without a 'W' symbol	Sunday, February 1, 2026
<b>Day of Mid-Term</b>	<b>Thursday, April 2nd, 2026</b>
<b>Last Day to Drop with a 'W' symbol</b>	<b>Sunday, April 19, 2026</b>
Day Class Ends	Thursday, May 14, 2026
<b>Day/Time of Final Exam</b>	<b>Thursday, May 21, 2026 6:00 PM - 9:00 PM</b>

## Dropping the Class

- It is the student's responsibility to officially drop the course.
- Students should be aware of deadlines to avoid receiving no refund (after 10 % of the course length), a "W" symbol (after 20 %), or a final letter grade (after 60 %). Students are strongly encouraged to consult with the instructor before withdrawing to discuss available options and support.
- Students with several consecutive, unexplained absences may be dropped by the instructor.

## Communication

- You may contact the instructor by email or Canvas Inbox Messaging.
- The instructor will post announcements on the “Announcements” page in Canvas throughout the semester.
- The instructor frequently provides feedback in the “Assignment Comments” section when grading assignments. These comments would appear under “Recent Feedback” section on the Canvas dashboard and can be viewed by visiting “Grades” in Canvas.

## Class Style and Structure Overview

- The course follows a flipped-classroom model. Assigned materials are studied independently before class to learn foundational concepts and 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.
- A typical class session will follow the structure outlined below and will include the following major components:
  1. Completion of the assigned Pre-Class Assignment (PCA) prior to the scheduled class session.
  2. Completion of In-Class Worksheets (ICWs) during class time.
    - Students will first work independently.
    - Students will then collaborate in small groups
  3. Completion and submission of the In-Class Worksheet Group Submission Form as part of group work.
  4. Class-wide review of ICW's using selected Group Submission Forms.
  5. Submission of individual ICW's.
  6. Completion of the End-of-Class Assessment (ECA) at the conclusion of the class session.
- This course includes four (4) quizzes (including the Pre-Quiz on the first day), one (1) midterm exam, and one (1) final exam.
- A semester-long group math project is required.
- Some course content may include “Tech Tips”, which highlight the practical application of knowledge and skills in real-world pharmacy practice. “Pharmacy Trivia” may be incorporated periodically for enrichment and to enhance interest in course material.

## Attendance and Participation (5 % of Total Grade)

- Attendance will be closely monitored.
  - Students who do not attend the first class may be dropped from the course.
  - Uninformed absences, late arrival, or early departure may result in a grade penalty.
- Students will often work in small groups (typically 2–3 students). Group assignments are randomized each class session.
- Full participation and engagement in class activities are expected.
  - Lack of participation or engagement may result in a grade penalty.
  - In-Class Worksheet submissions collected at the end of class are used in part to track student participation and engagement.

## 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 completed during class.
- Each PCA covers chapters from *Pharmaceutical Calculations for Technicians* and any other assigned weekly materials on Canvas.
- PCA's are completed on Canvas and are due Wednesdays at 11:59 pm prior to the scheduled class (see “Class Schedule” for details and due dates).
- **Recommended Approach for Completing PCA's:**  
*Although this method is strongly encouraged, the textbook may be used as support while completing PCA's.*
  1. **Read all assigned materials and practice solving “Example” questions in the textbook 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.**
- “Problem Set” and “Find Solutions” questions embedded in the textbook are also recommended for additional review and skill reinforcement.

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

- Students will first attempt all In-Class Worksheet (ICW) questions independently before engaging in group discussion. Students must record their own responses on the worksheet.
- Students will then collaborate with their assigned group to compare responses, discuss reasonings, and reach a consensus on each question. Once consensus is reached, groups will fill and turn in In-Class Worksheet Group Submission Forms.
- Answers to ICW will be reviewed as a class. Selected In-Class Worksheet Group Submission Forms may be displayed anonymously for discussion, concept review, and clarification. Students will self-grade their ICW (using a different color) and make corrections as needed.
- Each ICW is graded based on completeness, accuracy, and evidence of corrections. ICW's are typically graded while students are completing their End-of-Class Assessment and are returned in exchange for submitting ECA.
- Answer keys for ICW's will be posted on Canvas after class meetings.

## **End-of-Class Assessment (ECA) (5 % of Total Grade)**

- Near the end of most class meetings, an End-of-Class Assessment (ECA) will be administered to assess understanding of the day's material.
- ECA's are open-book assessments and typically consist of five (5) graded questions, though the number of questions may vary depending on the topic. Students will also respond to brief, ungraded reflection questions.
- Students must submit the ECA before leaving class.
- ECA's will be graded and returned at the next class meeting.

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

A semester-long group math project will be completed in seven (7) parts. Detailed instructions will be provided by Weeks 2 of the course.

## 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, End-of-Class Assessment, and any supplemental materials.
- Quizzes (20 % of total grade)
  - There will be one (1) pre-quiz (on the first day) and three (3) in-class unit quizzes. Unit quizzes are administered at the beginning of class (See Class Schedule for quiz dates and covered sections).
  - Missed quizzes will receive a score of zero (0).
  - Quizzes will be graded and returned at the next class meeting.
- Midterm and final exam (20 % each of total grade)
  - There will be one (1) midterm 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).
  - If a student's final exam grade is higher than their midterm exam grade, the final exam grade will replace the midterm exam grade. Note, the midterm exam grade will not replace the final exam grade under any circumstances.

## Grade Distribution

- Visit "Grades" in Canvas to keep track of grades.
- Final grades will be calculated as follows:

Category	Percentage	Number of Graded Items	Total Points
Attendance and Participation	5 %	15	50
Pre-Class Assignment (PCA)	10 %	10	100
In-Class Worksheets (ICW)	10 %	12	100
End-of-Class Assessment (ECA)	5 %	12	50
Quizzes	20 %	4	200
Midterm exam	20 %	1	200
Final exam	20 %	1	200
Math Project	10 %	7	100
Total Course Points			1,000

- Letter grades will be assigned as follows:

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

## Pass NoPass (P/NP)

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

## Late Policy

- Late submissions within one week passed due, without prior notice, will incur a 20% penalty.
- Late submissions more than one week passed due, 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 be notified 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.
- Use of Artificial Intelligence:
  - The use of artificial intelligence (AI) tools in this course must comply with academic integrity standards.
  - AI may be used for limited purposes, such as clarifying concepts. However, **using AI to complete work on a student's behalf constitutes academic dishonesty.**

## Other Important 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.

## Accessibility and Accommodations

Students with disabilities who believe they need accommodation in this course are encouraged to contact Disability Resources Department (707-527-4278; [disabilityinfo@santarosa.edu](mailto:disabilityinfo@santarosa.edu)), as soon as possible to better ensure such accommodation is implemented in a timely fashion. It is the student's responsibility to connect with the instructor to discuss authorized accommodations.

## Student Expectations

- Arrive to class prepared by completing all assigned pre-work (i.e., Pre-Class Assignments and any other required assignments).
- Actively participate in class by completing In-Class Worksheets and engaging in groupwork and activities.
- Make a genuine effort to learn and take responsibility in their own learning.
- Ask questions and seek help when needed.
- Stay organized by keeping track of assignment deadlines and course announcements.



## Instructor Commitments to Student Success

- Being available to students and offering support to promote student learning and success.
- Connecting course material to real-world pharmacy practice to enhance relevance, understanding, and professional application.
- Grading assignments, providing meaningful and constructive feedback, and responding to students within a reasonable timeframe.
- Maintaining clear, consistent, and timely communication.
- Providing clear instructions and thorough explanations for assignments and course concepts.
- Recognizing that students learn at different paces and demonstrating patience, understanding, and flexibility, while fostering an inclusive, respectful, and supportive learning environment.

## Tips for Success in This Course

- Embrace the Flipped Classroom Model:  
This instructional approach may feel unfamiliar at first and this is expected. All assigned pre-class work is to be completed with genuine effort to ensure preparedness for class. Scheduled class time is intentionally devoted to applying knowledge/skills and to clarifying concepts that may have been unclear during self-study.
- Engage Actively:  
Learning is strengthened through participation. Students are encouraged to ask questions, contribute to discussions, and fully engage in group work and activities.
- Speak Up Early:  
When concepts are unclear or challenging, students should address questions promptly by bringing them to class and/or reaching out to the instructor or classmates. Identifying confusion early helps prevent small gaps from becoming larger obstacles.

## Last Notes

- Students are expected to uphold the same standards of professionalism, responsibility, and accountability expected in the workplace.
- 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 this course and/or the Pharmacy Technician Program is welcomed. Feedback should be specific, actionable, and delivered in a respectful manner.

**I look forward to working with you throughout this semester 😊**