



Mission Valley ROP

CAREER TECHNICAL TRAINING CENTER

5019 Stevenson Blvd · Fremont, CA 94538-2449

(510) 657-1865 · Fax (510) 438-0378 · www.mvrop.org

Pharmacy Technician (Adult) Syllabus: 2024-2025

Ms. Nguyen

Room 226, 11:00am-1:30pm (Monday-Thursday)

tnguyen@mvrop.org

(510) 657-1865 x15226

Report Absence: 510-657-1865 ext. 0 **AND** email instructor

Overview: This course is designed to provide instruction and community training for students preparing for careers as pharmacy clerks or technicians in various settings, including inpatient and outpatient hospitals, compounding facilities, I.V. admixture facilities, retail companies, home care services, and pharmaceutical industries. The class will give students a fundamental understanding of medication and pharmacy-related fields, aiding them in career decisions.

Students who complete the program with a grade of C (74%) or better will be eligible for an externship. They will need to provide their own transportation to their externship site.

Students must meet all State Board of Pharmacy requirements to apply for a pharmacy technician license. For detailed information on the application process, please visit the [State Board of Pharmacy's application packet](#).

Note: An ROP course serves as a transition from the traditional classroom to the professional workplace, and its policies and regulations reflect the demands of both environments.

Prerequisites:

- Students must be a High School graduate or have obtained a GED certificate.
- Passed both Math and English entrance exams (at ROP).
- Excellent written and communication skills, with the ability to effectively interact with the healthcare team.
- A background in biology and pre-algebra is recommended but not required.
- A positive attitude and a willingness to work.
- Ability to communicate effectively (both verbal and written) based on instructor evaluation.

Career Advancement Benefits

- **Pharmacy Technician License:** Opportunity to apply for the Pharmacy Technician license from the State Board of Pharmacy.
- **Hands-On Experience:** Students will gain practical experience in the pharmacy technician field.
- **Employment Opportunities:** Qualify to work as a Pharmacy Technician or Pharmacy Clerk.
- **Clinical Experience Hours:** Earn clinical hours necessary for many professional programs.
- **Career Exploration:** Determine if this is the career path for you.
- **Exam Preparation:** Prepare for the Pharmacy Technician Certified Board Exam (PTCE).

Required Texts

Digital Version:

- **Bundle ISBN (digital): 9798765787533**
 - Mission Valley ROP: Cirrus 2.0 for Pharmacy Practice for Technicians 7E, Calculations 7E, and Labs 4E
 - Visit: [Paradigm Education - Mission Valley ROP](#)

Print Version:

- 1. Pharmacy Labs for Technicians**
 - Authors: Sparks, J. P., McCartney, L., Barriera, N., Lubin, W. (2020)
 - ISBN: 9780763893644
- 2. Pharmacy Practice for Technicians**
 - Authors: McKennon, S. A., Anderson, R. J. (2020)
 - ISBN: 9780763893019
- 3. Pharmacy Calculations for Technicians**
 - Author: McKennon, S. A. (2022)
 - ISBN: 9780763893033

Materials, Tools, and Resources

- **Required Items: Pharmacy lab coat and books (needed within the first two weeks of class)**
- **Other Materials:**
 - One-inch binder
 - Calculator
 - Closed-toed tennis shoes
 - 4x6 index cards
 - 6 dividers
 - Sheet protectors
- **Students will be informed of the specific materials needed before the relevant class session.**

Portfolio

- **Submission Requirement:** Each student will need to submit a portfolio project online, starting at the beginning of the second semester.
- **Portfolio Contents:**
 - Resume
 - Completed job application
 - One outstanding work sample/project
 - Certificate of completion (for students earning a grade of C (74%) or better)

Note:

- **Pharmacy Technician Certified Exam (PTCE):** This is a competency exam and is not required to obtain a state pharmacy board license. Students will be registered upon completing the entire program, which includes 120 hours of externship.
 - For more information, visit: [PTCB](#)

In class grade system:

Labs	30%
Tests/Quizzes	30%
Class / HW assign	20%
Employable skills & Project	20%

Externship grade system:

Employability skills	30%
Supervisor Evaluation / Test / Quizzes	30%
CC Assignment (ie. time cards)	20%
Portfolio/Labs	20%

A+ = 97-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%	
A = 94-96%	B = 84-86%	C = 74-76%	D = 64-66%	
A- = 90-93%	B- = 80-83%	C- = 70-73%	D- = 60-63%	F = <60%

EXTERNSHIP

The Externship Program is an essential component of the Pharmacy Technician Program, designed to provide students with practical hands-on experience in their respective fields. This course offers students the opportunity to apply the knowledge and skills gained during their academic journey in real-world settings. The externship experience aims to enhance students' professional development, foster critical thinking, and prepare them for future career opportunities.

Objectives:

By the end of the Externship Program, students should be able to:

- Apply theoretical knowledge in a practical work environment.
- Demonstrate professional behavior and effective communication skills.
- Develop a deeper understanding of industry practices and workplace dynamics.
- Engage in problem-solving and critical thinking while handling real-world challenges.
- Build professional networks and establish meaningful connections within the industry.

Prerequisites

The Externship Program at Mission Valley ROP Pharmacy Tech is an important opportunity for students to gain real-world experience in a professional healthcare setting. To ensure the success of our students and maintain the integrity of the program, the following prerequisites and policies must be adhered to:

- Enrollment in Mission Valley ROP Pharmacy Tech Program: Only students officially enrolled in the Pharmacy Tech program are eligible to participate in the Externship Program.
- Excellent Attendance and Punctuality: Students must demonstrate consistent attendance and punctuality throughout the program.
- Vaccination Requirements: Some externship sites may mandate vaccinations for students' safety. Compliance with these vaccination requirements is mandatory.
- Communication Skills: Students must possess excellent written and verbal communication skills to effectively interact with the healthcare team. The instructor will assess students based on listening, reading, writing, and speaking abilities. Failure to meet these expectations may lead to dismissal from the program.
- Academic Performance: A current grade of C (74%) or better in the Pharmacy Tech class is a prerequisite for participation in the Externship Program.
- Work Ethics and Attitude: Students must exhibit exemplary work ethics and maintain a positive attitude during the program.
- Background Check and Drug Tests: Students may be required to undergo background checks and drug tests, if necessary, to ensure a safe working environment.
- Immunization Record and Physical Examination: Students must provide necessary immunization records and undergo a physical examination as required.
- Availability of Externship Site: Placement in an externship site is subject to availability.
- Timely Paperwork Submission: All required paperwork must be turned in before the specified deadline.

- **Final Decision by the Pharmacy Manager:** The pharmacy manager will make the final decision regarding site assignments and schedules.
- **Adaptability to Changes:** Students must be able to comply with any changes made during the school year, which will be announced promptly.
- **No Changes After Site Assignment:** Once an externship site is assigned, no changes can be made to the placement.
- **Teacher's Recommendation:** Participation in the Externship Program requires a positive recommendation from the instructor.
- **Policy Compliance:** All students are expected to comply with the aforementioned policies without exceptions.

Grading and Evaluation

The Externship Program will be assessed. The evaluation criteria include the successful completion of the required hours at the externship site and demonstrating satisfactory performance as evaluated by the site supervisor.

- **Attendance:** Students are required to adhere to the externship schedule provided by the program coordinator. Failure to show up at the externship site without a valid reason will result in immediate dismissal from the program.
- **Performance:** Students are expected to actively engage in the assigned tasks and responsibilities during the externship. Consistent underperformance or failure to meet the employer's expectations may lead to dismissal from the program.
- **Professionalism:** Students must demonstrate professional conduct, ethics, and behavior while representing the institution and participating in the externship. Any violation of professional standards may result in removal from the program.
- **Communication:** Students are expected to maintain open and respectful communication with their site supervisors, program coordinator, and the institution. Failure to communicate effectively or address concerns may impact their participation in the program.
- **Documentation:** Students must maintain accurate records of their externship hours, tasks completed, and any other required documentation. These records may be reviewed periodically by the instructor.

Dismissal Policy

Students who fail to perform satisfactorily or violate the course requirements and expectations may face dismissal from the Externship Program. Dismissal decisions will be made by the program coordinator in consultation with relevant faculty members. In such cases, students will not receive credit for the externship, and arrangements for an alternative academic pathway will be discussed.

Note: The Externship Program is a unique opportunity for students to gain valuable industry experience. Your commitment to professional growth and dedication during this program will contribute significantly to your academic and career success.

Mission Valley ROP Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment:

Workplace Basic Skills and Behaviors

1. Apply skills learned in class.
2. Analyze information and make decisions.
3. Communicate verbally and in writing.
4. Work independently and as a team member in a diverse workplace.
5. Work reliably, responsibly, and ethically.

Career Technical Skills

1. Demonstrate occupational competencies.
2. Use appropriate technology.
3. Understand and practice occupational safety standards.
4. Demonstrate an awareness of how a business or industry functions.

Job Employment Skills

1. Develop a plan to achieve career goals.
2. Use effective job search strategies.
3. Demonstrate an awareness of the importance of lifelong learning.

Policies and Procedures

Campus Rules

This campus is our responsibility. Dispose of all trash in the garbage cans located in each hallway. This is a non-smoking campus. Students are not allowed to smoke anywhere on campus. Do not park vehicles in designated staff parking. Towing will be enforced by the school officials at the owner's expense.

Classroom Rules

Please keep the classroom neat and organized. If desks or chairs are moved for any class activity, please return them to their original location. Books should be returned to the proper place following use. Do not leave scraps of paper or anything else lying around on your desks. There is no one picking up after you! Since this is an ROP class, this classroom will be treated as a business environment. Profitability in the industry is related to dollars made. In the classroom, our profitability is learning.

In order to be "profitable" in the classroom, the following rules will be adhered to:

1. Come to class on time and with a positive attitude.
2. Be prepared with a notebook, calculator, paper, and pen/pencil.
3. No eating or drinking in the classroom (with the exception of bottled water).
4. No profanity.
5. Respect the right of others to learn and the instructor to teach.
6. No cheating (will receive zero credit). Using any smart device like ipod, smart watch or phones during quizzes/tests will automatically be considered cheating. Remove all electronic devices off of the table and sight including removing smart watches during tests/quizzes.
7. No iPods or cell phones permitted in the classroom unless announced.
8. Relax, have fun, and learn!

Attendance Policy

Mission Valley ROP's mission is to prepare students for employment and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. If your home high school has a minimum day or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class unless told differently by your ROP teacher.

If you are absent, it is your responsibility to find out what you have missed. Ask your classmates for help and then ask instructors for handouts that you missed. Make sure you pick up these handouts at the beginning of your first day back.

Students with perfect attendance (on time and showing up to class) will get 50 bonus points toward their employable skills for each semester. Perfect attendance is defined as missing no time over a defined period—no absences, no unexcused tardiness, no unscheduled early departures. There are some exceptions such as jury duty.

Make-up assignments will be given for excused absences only, which include medical, legal, or bereavement circumstances. Medical absences of three or more consecutive days must be verified by a doctor's note. Failure to complete make-up assignments will adversely affect your grade. Make-up assignments must be turned in within MVRQP quarters for credit. Make-up exams will be automatically reduced by 10 percentage points each day counting from the exam date and need to be made up within two days. A student who has two or more unexcused absences will be referred to the MVRQP Program Manager and may receive disciplinary action.

Tardy: Students must arrive on time to class. If you are going to be late to class or absent, a parent must contact the instructor by email or the attendance clerk by phone. Leave a voicemail if no one is available. If you are tardy or miss a Mission Valley ROP class multiple times, your grade will be adversely affected, or you could be dropped from the course. Punctuality is very important and excessive tardiness may prevent a student from being placed at an internship site. Tardiness reduces instructional time and is disruptive to the classroom. Tardiness may prevent the student from receiving a course certificate.

Limit Cell Phone Use: While all Health Sciences instructors at MVRQP have different ways of dealing with cell phone issues in class, all Health Science classes will have a strict no-cell-phone policy. Also, cell phone use at externship sites is a HIPAA violation and further information will be provided at a common Health Sciences meeting. In July, California passed a law that gives public and charter schools the authority to prohibit cell phone use in the classroom, except during emergencies or other special circumstances, such as when a doctor determines that a student needs a phone for health reasons. Inappropriate use of a cell phone will void all the points for that week. The instructor also has the right to collect cell phones and put them in "cellphone jail" during class time. It is the student's responsibility to obtain their cell phone 5 minutes before class ends.

Additional Policies and Procedures

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

Students are expected to complete assignments independently and with integrity. The use of artificial intelligence (AI) tools, such as chatbots or content generators, to complete or assist with assignments is strictly prohibited unless explicitly permitted by the instructor. Any use of AI to plagiarize, cheat, or misrepresent one's own work will result in disciplinary action, which may include a failing grade on the assignment, a failing grade for the course, and/or further action as outlined in the school's academic integrity policy.

No food or drinks will be allowed in MVRQP buildings, including the classroom, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning. Any subsequent incident will result in termination from his/her entire program.

Students completing this course with a grade of "C" or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course and an affidavit to apply to the State Board of Pharmacy for their Pharmacy Technician license.

Student Agreement 2024-2025

The syllabus and course policies outlined above are subject to change at the discretion of the course instructor or program coordinator. Any modifications will be communicated to students promptly.

By enrolling in the program, students acknowledge that they have read and understood the course syllabus and agree to abide by the requirements and expectations stated herein.

Please sign and return this form to the instructor by August 23, 2024.

Student Agreement: I, _____ (print name), have read and understand the policies and procedures listed in the Pharmacy Technician course syllabus. I agree to:

- Come to class on time and prepared.
- Abide by the rules and policies.
- Be courteous and respectful to ensure a positive learning environment for my classmates and myself.

Signature: _____ **Date:** _____

Phone: _____

Email Address: _____