



Accredited

PHARMACY TECHNICIAN SYLLABUS

Instructor: Angela Stroble, CPhT

OFFICE PHONE: (757) 874-4444 ext. 5515 office

E-MAIL: angela.stroble@nhrec.org

OFFICE HOURS: Monday-Friday, 7:00 am-3:00 pm

COURSE: #8305/8306

LOCATION: Woodside Lane Campus

TEXT: *The Pharmacy Technician Textbook, Eighth Edition by The Morton Publication / NHA Online Training ExCPT*

The Mission of The Pharmacy Tech Program is to develop students into Future Health Professionals, enhance their leadership and creativity skills, and empower the Community by providing information on medication safety practices.

COURSE DESCRIPTION:

This course is designed to prepare students for a rewarding and exciting career as a Pharmacy Technician. The student will learn how to be an asset to the pharmacist and pharmacy setting in retail or a hospital. Students will learn rules, regulations, and laws, read doctors' orders and input them into the computer, order and inventory drugs, manage insurance claims, and know medication names (brand and generic) for both settings.

RETAIL:

- Excellent customer service skills
- Good telephone etiquette
- Dispensing Medications
- Inventory
- Calculations
- Manage Insurance Claims
- Compounding

HOSPITAL:

- Prepare IV medications
- Discuss automated machines
- Unit Dosing
- Calculations
- Nursing units

This course's instruction method will include lectures, PowerPoint, class discussions, practical exercises, computerized games, online lessons, and Guest Speakers.

Students are expected to read and do all assignments. Tests and quizzes will be announced; however, during the 2nd semester, students will begin preparing for the NHA ExCPT Exam using Online Training. In the event of absences, it will be the **student's responsibility** to contact the instructor for any missed work.

CLASS RULES:

- Follow all of the rules in the 'Student Handbook
- Respect your classmates and teacher
- Keep your hands to yourself and do not touch others or their possessions
- All students must arrive on time for class with supplies by 7:40 am for the Morning class and 12:15 pm for the Afternoon class (In-class instruction).
- No profanity, inappropriate conversations, or body language
- No dishonesty
- Be responsible
- No Cheating or Plagiarism
- **No cell phones in class. There will be a designated place for cell phones.**
- **No outside classwork is permitted during instruction.** Outside work **MAY** be completed before class and during break.
- **Students will turn in all absence notes to Mrs. Stroble.**

DRESS CODE:

- Monday and Friday—regular school attire. **Jeans(No Rips or Holes), Casual Pants ONLY, Dresses, knee-length Shorts/Skirts/Dresses**
- **No Pajamas, Leggings, Sweat Pants, Athletic Wear of any kind, or Crop tops,**
- Lab Days: Monday, Tuesday, Wednesday, and Thursday—**Scrubs and Closed-Toed Shoes**

Once we get the scrubs, we will wear them Monday through Thursday. The jeans or casual pants can be worn Monday through Friday before getting the scrubs.

SUPPLIES:

- 2 Inch Binder
- Binder Dividers
- 1 pack of College Ruled Paper
- #2 Pencils or 0.7MM Mechanical Pencils
- Highlighters—at least 2
- Sheet Protectors
- 1 box of Tissues
- 200 Sheets Spiral Notebook (DailyMed/ Drugs.com)

STUDENTS WILL BE EVALUATED BASED ON THE FOLLOWING:

Employability Skills (34%) are needed to be successful in the workforce. Examples of these skills include, but are not limited to, effective communication, time management, the ability to follow directions and safety rules, the ability to work independently and as a team player, personal appearance (lab attire), proper use of vocabulary and terminology, class attendance, externship, and respect for self and others. The students will be awarded twenty points daily to equal one hundred points each week. However, points are deducted if students are not in class/are late to class, do not follow class rules, are out of dress code, or have not completed assignments.

Related Instruction: (33%) Worksheets, vocabulary, projects, and other classroom assignments will determine the overall related instruction grade.

Competencies: (33%) An outline of teaching skills given by the Virginia Department of Education, based on the Task/Competency List for the Pharmacy Technician course. Also included in this category is a basic understanding of Virginia's Workplace Readiness Skills.

GRADE SCALE:

The grading scale at New Horizons Regional Education Center is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

ADHERENCE TO THE NEW HORIZONS ATTENDANCE POLICY:

All students are required to attend classes regularly. The policy states that any student may miss four days per quarter without excuse, but the fifth absence equates to a failing grade for the quarter. In addition to the New Horizons attendance policy, the Pharmacy Tech Program has 420 seat hours that the students must complete to receive certification and take the exam. **Students should not miss more than 5 days for the entire school year. Students can make up days if they missed more than allotted (e.g., if their home school has a half-day). Please see Mrs. Stroble regarding any make-up days.**

The ExCPT Exam:

All students will need a government-issued ID to take the exam, which will be held in May.

FIELD TRIPS:

Several field trips are scheduled. These are **mandatory** and will be announced so students can make the necessary arrangements with their school and teachers. Students will need a government-issued ID for field trips.

EXTERNSHIP:

All students will participate in an externship with Sentara Hospital and other designated pharmacies. To complete the class, students will need 130 externship hours. Students who do not attend their externship will be marked with an unexcused absence and lose all employability points for the day. Missed time must be made up, but students will not receive points back. Students cannot report to their site if they have missed five days or more of class. The days must be made up before reporting to the externship site.

HEALTH OCCUPATIONS STUDENT OF AMERICA (HOSA):

All students are required to participate in HOSA. The Instructor will select the students for the following offices: **President, Vice President, Secretary/Treasurer, and Reporter**. The officers will be chosen by **September 26, 2025**.

FEES PAID TO NHREC:

CPR/BLS	\$70.00
Personal Equipment (Scrubs)	\$45.00
Club	\$17.00
NHA Study Packet and Practice Exams	<u>\$ 90.00</u>
Total:	\$222.00

Approximately additional fee requirements paid directly to the provider:

Trainee License	\$ 20.00
Background Check (18 yrs or older)	\$ 15.00
12-panel drug screening	<u>\$ 51.00</u>
Total:	\$ 86.00