College of Continuing and Professional Education  
Kennesaw State University  

COURSE SYLLABUS

Course Title: Pharmacy Technician Certificate Program

Prerequisites: High School Diploma or equivalency. Pass a reading and math pre-assessment test. The test is located on our website www.ccpe.kennesaw.edu/healthcare. Submit a completed Healthcare Program Application. Working knowledge of computers and computer and internet access is required.

Text Name: *Mosby's Pharmacy Technician Principles & Practice*, Teresa Hopper, (current edition)

Course Description: Pharmacy Technicians assist licensed pharmacists in providing medication, medical devices or products, and customer service to patients. Pharmacy Technicians may also perform tasks related to preparing or compounding patient medication, communicating with physician offices or insurance companies, and other administrative pharmaceutical duties. Pharmacy Technicians are a vital team member in retail, mail order and hospital pharmacies. The Pharmacy Technician Certificate includes theory and a pharmacy tour during the three-month program. Students will learn dosage forms and classifications, pharmacy laws and regulations, prescription processing, drug information references, alternative medicine, repackaging and compounding, and over the counter medicines. Students will also learn names, actions, uses, and doses of medication with emphasis on medication safety, error prevention, and mathematics. HIPAA security and privacy basics as it relates to the profession are also covered. Individuals interested in starting a career in the medical field, nursing or pharmacy school applicants, or those looking to develop skills may benefit from this program. This certificate program will assist students in preparing for the Pharmacy Technician Certification Board Certified Pharmacy Technician (CPhT) exam. Exam fee and textbook are additional. Textbook is required at the first class meeting and is available at the KSU Center Bookstore.

Criteria for “Successful Completion” – Students must attend 80% of all class sessions and have a final average grade of 70% or above to earn the Pharmacy Technician Certificate.

Grading scale:
- Chapter Tests 40% of final grade
- Math Tests 40% of final grade
- Final Exam (Cumulative) 20% of final grade

Learning Outcomes – Upon successful completion of this course, the student should:
- Possess a working knowledge of basic pharmacology.
- Demonstrate an understanding of the duties and responsibilities of a pharmacy technician including law and ethical guidelines for practice.
- Possess a working knowledge of the classifications of drugs.
- Demonstrate a working knowledge of routes of administration, dosage forms, and drug dosages.
- Possess a working knowledge of the anatomy and physiology of the human body.
- Demonstrate the ability to perform essential functions relating to inventory control and purchasing.
- Possess a working knowledge of procedures and techniques relating to aseptic technique, compounding, and parenteral dosage preparation.
- Demonstrate the ability to distinguish between trade and generic names of drugs and abbreviation used in pharmacy practice.
- Demonstrate an understanding of the procedures and operations relating to the manufacturing, packaging, and labeling of drugs.

Methodology – Textbook, classroom lectures and discussions.