PHRA 1243-101CL
Certification Review
Spring 2022
Monday 8:00am – 10:00am

Instructor Information: Lisa Homburg, R. Ph.,
                lhomburg@com.edu,
                409-933-8685

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student hours and location: Monday-Thursday 1:00pm-3:00pm, or by appt, STEAM 225-41
                              Or Virtually through BlackBoard Collaborate--call, text, or email
                              instructor for link to meeting

Required Textbook: *Pharmacy Technician Certification Examination*
                     by James J. Mizner—4th Edition,
                     ISBN 978-0-323-49724-4

****MUST BE NEW with EVOLVE STUDY RESOURCES

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Description: This course is an overview of major topics covered on the National Pharmacy Technician Certification Exam.

Course Requirements: Students will be required to read the chapters and study material as indicated on the course outline. Students will be responsible for answering questions in quiz and exam assessments measuring their understanding and ability to apply course facts and concepts.

Exams: There will be three multiple choice Top 300 Drug exams and 1 capstone final exam and numerous MOCK PTCE exams. ****Students MUST SCORE A 75% or higher on FINAL Capstone Exam to graduate from program****

Mandatory Mid-Semester Meeting: All students are required to meet with the Pharmacy Technician Program Instructor at the mid-point of the semester. This meeting will be held virtually over Blackboard Collaborate or Microsoft Teams. This is an opportunity to discuss the student's standing in each course, identify regulatory requirements which must be met, develop a student academic plan, and complete mandatory paperwork.

Mandatory Nursing and Allied Health Simulation Day-TBD, 8:00am-5:00pm

Determination of Course Grade/Detailed Grading Formula:
Course work will consist of drug cards, 3 exams consisting of multiple choice questions covering brand/generic and classification for the Top 300 medications, multiple choice MOCK PTCE exams, multiple choice online practice exams and a comprehensive multiple choice capstone final exam.
****Students MUST SCORE A 75% or higher on FINAL Capstone Exam to graduate from program****

Activity	Percentage Weight
Drug Cards	10%
Top Drug Exams	30%
Mock PTCEs	20%
Final	30%
Attendance and Participation	10%

Grading Scale:

Letter Grade	Numerical Point Value
A	90-100
B	80-89
C	70-79
D	65-69
F	64 and below

PHRA 1243 Course outline

Due Date	
Week 2 Jan 24	Syllabus/Course Outline, Certification Information, Pretest Top 1-25 Drug Cards Due Jan 31
Week 3 Jan 31	Chapter 2-Federal Regulations Top 26-50 Due Feb 7
Week 4 Feb 7	Chapter 2-Federal Regulations Top 51-75 Drug Cards Due Feb 14
Week 5 Feb 14	Chapter 3-Patient Safety and Quality Assurance Top 76-100 Drug Cards Due Feb 21
Week 6 Feb 21	**Top 100 Drug Exam** Top 101-125 Drug Cards-Due Feb 28
Week 7 Feb 28	Chapter 3-Patient Safety and Quality Assurance Top 126-150 Drug Cards Due Mar 7
Week 8 Mar 7	Chapter 4 Order Entry and Processing Top 151-175 Drug Cards Due Mar 21 Online Practice **Exam 1** Due Mar 21 by 11:59pm with score of 75% or higher
Mar 14- Mar 20	**SPRING BREAK!**
Week 9 Mar 21	Chapter 4 Order Entry and Processing Top 176-200 Drug Cards Due Mar 28 Online Practice **Exam 2** Due Mar 28 by 11:59pm with score of 75% or higher
Week 10 Mar 28	**Top 200 Drug Exam** Top 201-225 Drug Cards Due Apr 4 Online Practice **Exam 3** Due Apr 4 by 11:59pm with a 75% or higher
Week 11 Apr 4	Chapter 1 Medications Top 226-250 Drug Cards Due Apr 11 Online Practice **Exam 4** Due Apr 11 by 11:59pm with 75% or higher
Week 12 Apr 11	**Mock PTCE #1** ****Register for the PTCE** Top 251-275 Drug cards Due Apr 18 Online Practice **Exam 5** Due Apr 18 by 11:59pm with 75% or higher
Week 13 Apr 18	**Mock PTCE # 2** Top 276-300+ Drug Cards Due Apr 25 Online Practice **Exam 6** Due Apr 25 by 11:59pm CST with 75% or higher
Week 14 Apr 25	**Mock PTCE #3 - Arrival and Test Day preparation assessed** Online Practice **Exam 7** Due May 2 by 11:59pm CST with 75% or higher
Week 15 May 2	**Top 300+ Drug Exam**
Week 16 May 9	**Capstone Final Exam---**MUST SCORE a 75% or higher****

Attendance Policy: Students at COM are expected to attend and participate in every session of all courses for which they are registered. College of the Mainland recognizes no excused absences other than those prescribed by law.

The student will receive an attendance grade based on attendance and ACTIVE participation.

If absent, the student is responsible for contacting a classmate to obtain any assignments or materials. The student is responsible for all missed materials and upcoming quizzes/assignments on the assigned due date even if the assignment was given on the day the student was absent. Lectures will be recorded and available within BlackBoard Collaborate.

Note: nonattendance may affect financial aid. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw is April 25th, 2022.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty—such as cheating on exams, forging paperwork, or passing someone else's work off as your own, is an extremely serious offense and will result in a grade of zero on that exam/assignment and a referral to the appropriate office for disciplinary action. It may result in failure of the course and expulsion from the program.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Frieze, Department Chair at 409-933-8414, or kfrieze@com.edu.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Illustrate major principles of the following domains of the PTCE: Pharmacology for Technicians Pharmacy Law and Regulations Sterile and Non-sterile Compounding Medication Safety Quality Assurance Medication Order Entry and Fill Process Inventory Management Billing and Reimbursement Information Systems Usage and Application	Critical Thinking	Capstone Final
Students will know how to study and prepare for the Pharmacy Technician Certification Exam	Personal Responsibility	Mock PTCE #3 Test Preparation
Know test-taking strategies to utilize when taking the PTCE	Personal Responsibility	Mock PTCE #3

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook.<https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu.

Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus.. Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a self-screening prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.

Notice to Students Regarding Licensing: Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: (https://www.ptcb.org/get-certified/apply-for-cpht#.W34ziOhKjIU, https://www.pharmacy.texas.gov/ and https://www.pharmacy.texas.gov/files_pdf/Licensure%20QA.pdf).

Should you wish to request a review of the impact of criminal history on your potential Pharmacy Technician Certification and Texas State Board of Pharmacy Registration prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation": (https://www.ptcb.org/ and https://www.pharmacy.texas.gov/).

COM is providing this information to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Course Structure
This course will be delivered partially online through the course management system Blackboard. You will use your COM account to log in to the course from the Blackboard login page - www.com.edu/blackboard. If you have not activated your COM account, please visit https://webadvisor.com.edu.
In Blackboard, you will access online lessons, course materials, and resources. At designated times throughout the semester, students will participate in a blend of self-paced and group-paced activities using Blackboard and/or alternative Internet-based technologies. Activities may consist of but not be limited to chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting.

To access this course on Blackboard you will need access to the Internet and a supported Web browser (Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the course requirements section in this syllabus.

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Course Communication
The preferred method of contact is **via** lhomburg@com.edu. I will respond within 24 hours of receiving your email, Monday through Friday. Emails sent on Fridays may not receive a response until Monday. For weekends or evenings, you may use my personal email (lisahomburg@aol.com) or text me at 832-677-1423 if you need an immediate response.

Viewing Grades in Blackboard: Students can view their grades by clicking on the **My Grades** link in the course menu in Blackboard.

Course Requirements
Required Skills
Students enrolled in this course should possess the following technology skills:
- The ability to use latest stable releases of Google Chrome, Mozilla Firefox, or Safari 10.X web browsers.
- The ability to access information via the Internet
- The ability to use Blackboard and associated tools, including discussion boards, chat rooms, online testing, and assignment submission features
- The ability to use Respondus LockDown Browser and Respondus Monitor (see section, "Using LockDown Browser and a Webcam for Online Exams" for more details)
- The ability to use any necessary publisher content (examples: Cengage, SIMnet, MindTap, MyMathLab, etc.)
- The ability to use word processing software, and to save in alternate formats
- The ability to send, receive and include attachments using email
- The ability to demonstrate netiquette (appropriate online conduct)

Software and Hardware
- Minimum recommended computer and internet configurations for online courses can be found here.
- Internet connection (DSL, LAN, or cable connection desirable)
- An up-to-date operating system from Microsoft or Apple - PC platforms should run Windows 7 or newer; Mac platforms should run OS 10.8 or newer (Chromebooks, tablets, and mobile devices are not compatible with all online course components)
- Access to Blackboard
- Latest stable release of JAVA
- 256 MB RAM
- 20 MB free disk space
- A microphone and headphones (A headset with microphone/headphones is highly recommended)
- Webcam
- Any other tools, resources, and materials needed by the student for the course.

The following software is required in order to view course content and to participate in planned course activities. If you do not have this software currently loaded on your computer or are unsure, you can
download the software by clicking on the following links:

Respondus LockDown Browser and Monitor:
https://download.respondus.com/lockdown/download.php?id=138331997
(Note: Respondus Lockdown Browser and Monitor will not be available in College of the Mainland computer labs.)

Technical Assistance
For technical assistance during the course or to report a problem with Blackboard you can visit the Educational Technology Services support site: http://de-support.com.edu/requests
For technical assistance with campus Wi-Fi, COM user ID or password, and other campus related IT needs, visit: https://helpdesk.com.edu/

Late Work Policy: Late work will not be accepted.

Make-Up Policy: There is no make-up policy for this course. Students are expected to complete the course activities in a timely manner following the required due dates. **The student is responsible for obtaining all missed materials and is responsible for meeting all upcoming due dates for assignments, quizzes, and exams, even if the student was absent when the assignment was given**. There will be **no make-up exams** given in any Pharmacy Technician Program courses unless prior arrangements have been made with the instructor in response to extenuating circumstances. If a student misses one exam during the semester in any course, they may use their final exam grade in place of the missed exam grade. If any other exams are missed in any course, a grade of "0" will be given.

Online Etiquette (Netiquette)
Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. What you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:
- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation and grammar, and be sure to edit your contribution before posting.
- Read all posts before contributing your own to avoid unnecessarily repeating information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc.

Technology Outage
Students are responsible for maintaining their hardware, software, and Internet connection to the course. If you are incapable of maintaining your own system, please use the computers available on campus or take the CL section of the course. (NB, Access to college computers is limited by the hours of operation for the computer labs and library. You are responsible for staying abreast of these times.) No additional time will be provided for hardware, software, or Internet connection problems that interfere with your ability to access the course and complete your assignments and assessments. If a verifiable interruption in the access to the Course Management System that lasts for fifteen minutes or longer and occurs within twenty-four hours of an assignment or assessment, the deadline for the assignment or assessment may be extended at the discretion of your instructor.

Using LockDown Browser and a Webcam for Online Exams
This course requires the use of LockDown Browser and a webcam for online exams. Respondus Lockdown Browser and Monitor will not be made available on College of the Mainland computers. The webcam can be built into your computer or can plug in with a USB cable. Watch this short video to get a basic understanding of LockDown Browser and the webcam feature. A student Quick Start Guide is also available.

Then download and install LockDown Browser from this link:
https://download.respondus.com/lockdown/download.php?id=138331997
To ensure LockDown Browser and the webcam are set up properly, do the following:
- Start LockDown Browser, log into Blackbaord, and select this course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.
- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
- Exit the Help Center and locate the practice quiz named **Syllabus Quiz**.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:
- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices
- Before starting the text, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test
- To produce a good webcam video, do the following:
  o Avoid wearing baseball caps or hats with brims

- o Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
  - o If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - o Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted