



**PHRA 1243-101CL  
Certification Review  
Spring 2025  
Monday 8:30am – 10:30am**

**Instructor Information:** Lisa Homburg, R. Ph., [lhomburg@com.edu](mailto:lhomburg@com.edu), 409-933-8685

**Student hours and location:** Monday-Thursday 1:15pm-3:15pm, or by appointment.  
STEAM Building, Office 255-41

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

**\*\*\*\*MUST BE NEW with Online access to EVOLVE STUDY RESOURCES**

**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 the FINAL Capstone Exam to graduate from the 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 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-4/9/2025, 8:00am-5:00pm**

**Attendance and Participation:** Students are expected to attend every class and arrive on time, just as you will be expected to do as a pharmacy technician. Pharmacy Technicians are a vital part of the pharmacy staff. Attendance will constitute a portion of your final grade as detailed below. Being absent or late (tardy) will affect attendance grade.

**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 the FINAL Capstone Exam to graduate from the program\*\*\*\***

Activity	Percentage Weight
Drug Cards	10%
Top Drug Exams	30%
Online Practice Exams	10%
Mock PTCEs	10%
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

**Late Work, Make-Up, and Extra-Credit Policy:**

**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 according to 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

**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.

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.

**Tardiness Policy:** Class will start at the stated time. Students who are not in attendance at the start of class are considered tardy. Three tardies will constitute an absence and will impact the student’s attendance/participation grade.

Any student arriving to class more than 10 minutes late will not be allowed to take a scheduled exam and will receive a grade of zero.

**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.

The preferred method of contact is **com.edu email**. You may reach me at [lhomburg@com.edu](mailto: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. If you need an immediate response on weekends or evenings, you may use my personal email, [lisahomburg@aol.com](mailto:lisahomburg@aol.com) or text me.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. 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	Critical Thinking	Capstone Final

Information Systems Usage and Application		
2. Students will know how to study and prepare for the Pharmacy Technician Certification Exam	Personal Responsibility	Mock PTCE #3 Test Preparation
3. Know test-taking strategies to utilize when taking the PTCE	Personal Responsibility	Mock PTCE #3

**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 Carrier, Department Chair at 409-933-8414, or [kcarrier3@com.edu](mailto:kcarrier3@com.edu).

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**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](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 face-to-face with assignments/quizzes/exams delivered online through the course management system D2L Brightspace. You will use your COM account to

log in to the course from the D2L Brightspace login page - <https://com.brightspace.com/>. If you have not activated your COM account, please visit <https://webadvisor.com.edu>.

In D2L Brightspace, you will access online lessons, course materials, and resources. At designated times throughout the semester, students will participate in activities which may consist of but not be limited to quizzes, exams, questions/assignments, chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting using D2L Brightspace and/or alternative Internet-based technologies.

To access this course on D2L Brightspace 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.

### PHRA 1243 Course Outline

Week 1 Jan 13	Syllabus/Course Outline, Certification Information, Sample PTCE Pretest, Top 1-25 Drug Cards Due Jan 27
Week 2 Jan 20	Holiday- No Class- Martin Luther King Jr. Day
Week 3 Jan 27	Chapter 2-Federal Regulations Top 26-50 Due Feb 3
Week 4 Feb 3	Chapter 2-Federal Regulations Top 51-75 Drug Cards Due Feb 10
Week 5 Feb 10	Chapter 3-Patient Safety and Quality Assurance Top 76-100 Drug Cards Due Feb 17
Week 6 Feb 17	<b>Top 100 Drug Exam</b> Top 101-125 Drug Cards-Due Feb 24
Week 7 Feb 24	Chapter 3-Patient Safety and Quality Assurance Top 126-150 Drug Cards Due Mar 3
Week 8 Mar 3	Chapter 4 Order Entry and Processing Top 151-175 Drug Cards Due Mar 10 Online Practice <b>Exam 1</b> Due Mar 10 by 11:59pm with score of 75% or higher
Week 9 Mar 10	Chapter 4 Order Entry and Processing Top 176-200 Drug Cards Due Mar 24 Online Practice <b>Exam 2</b> Due Mar 24 by 11:59pm with score of 75% or higher
Mar 17- 23	<b>SPRING BREAK!</b>
Week 10 Mar 24	Chapter 1 Medications Top 201-225 Drug Cards Due March 31 Online Practice <b>Exam 3</b> Due March 31 by 11:59pm with 75% or higher
Week 11 Mar 31	<b>Top 200 Drug Exam</b> Top 226-250 Drug Cards Due Apr 7 Online Practice Exam 4 Due Apr 7 by 11:59pm with 75% or higher
Week 12 Apr 7	<b>Mock PTCE #1</b> **Register for the PTCE** Top 251-275 Drug cards Due Apr 14 Online Practice <b>Exam 5</b> Due Apr 14 by 11:59pm with 75% or higher
Week 13 Apr 14	<b>Mock PTCE # 2</b> Top 276-300+ Drug Cards Due Apr 21 Online Practice <b>Exam 6</b> Due Apr 21 by 11:59pm CST with 75% or higher
Week 14 April 21	<b>Mock PTCE #3 - Arrival and Test Day preparation assessed</b> Online Practice <b>Exam 7</b> Due April 28 by 11:59pm CST with 75% or higher
Week 15 April 28	<b>Top 300+ Drug Exam</b>
Week 16 May 5	<b>Final Exam-Capstone—Muat score 75% or higher</b>

## **Institutional Policies and Guidelines**

**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://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. 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 accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**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.

**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 permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are 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.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.