



# Pre-Pharmacy Technology – Remote Learning Syllabus

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### Course Overview

The Pre-Pharmacy Technology program introduces students to the skills needed for entry-level positions in retail, hospital or mail-order pharmacies. Students will learn how to process prescriptions, prepare IV medications, order and stock medications, as well as operate and troubleshoot automated drug dispensing systems. Students will also learn about disease, medication therapy, anatomy & physiology and medical terminology. This program will provide a foundation for students who want to pursue a career as a pharmacy technician or pharmacist.

### Course Units

- Personal/Interpersonal Knowledge & Skills
- Foundational Professional Knowledge & Skills
- Processing & Handling of Medications and Medication Orders
- Sterile & Non-Sterile Compounding
- Procurement, Billing, Reimbursement & Inventory Management
- Patient & Medication Safety
- Technology & Informatics
- Regulatory Issues
- Disease & Medication Therapy
- Medical Terminology
- Anatomy & Physiology

### Course Textbook

- Pharmacy Practice for Technicians
- Pharmacy Labs for Technicians
- Pharmacology for Technicians

### Certifications

- Pharmacy Assistant
- HIV
- First Aid/CPR

\* Certificates will not be issued until all fines and/or fees are paid in full

### Course Fees *(fees are subject to change based on vendor adjustments)*

- |   |         |         |             |         |
|---|---------|---------|-------------|---------|
| • HIV Certification /Pharmacy Assistant License |         | \$50.00 |             |         |
| • Scrubs* <b>order upon return to campus</b>    | Bottoms | \$18.00 | 2XL & above | \$21.00 |
|   | Tops    | \$15.00 | 2XL & above | \$18.00 |

### Grading Policy

Students are primarily assessed based on their mastery of course content and technical skill. The majority of a student’s grade (70%) is based on summative assessments and (30%) is based on formative assessments.

## Grading Breakdown

70% - summative assessments (tests, projects, labs, presentations, etc.)

30% - formative assessments (classwork, practice, quizzes, homework, leadership, employability, etc.)

## Grade Scale

Percent	Letter Grade	Percent	Letter Grade
100-93	A	82-80	B-
92-90	A-	79-77	C+
89-87	B+	76-73	C
86-83	B	72-70	C-
69 and below = F			

## Sensitive Issues

Students will be exposed to literature, pictures, media and real-life experiences that may contain sensitive material that is related to disease, health care as well as conventional and alternative treatments. Sensitive issues may also be discussed in large or small groups and with guest speakers. Students will be expected to maintain appropriate and professional behavior during these times. Parents are encouraged to contact me with any questions or concerns.

## Dual Credit & College Credit

Students have the opportunity to earn college credits at local community and technical colleges. Students must earn a C or better and have met all course competencies. Dual Credit information is listed under the "Enroll Now" tab, select the "Dual Credit" link from the left side menu. Dual credit opportunities are subject to change based on course offerings and approval at the community and technical colleges.

## Asynchronous Work

Students will complete the majority of remote learning work independently and are responsible for turning work in by the stated due dates. Late work will be entered as a "0" until completed. Teachers will set clear final due date deadlines at the end of each unit. Work will not be accepted after the final due date.

Teachers may also identify work that will not be accepted late. If a student knows they will be absent, it is their responsibility to make arrangements ahead of time and to access Canvas for assignments.

## Redo Policy

Redo opportunities are available to students who are working hard towards content mastery but need an additional testing opportunity to demonstrate proficiency. Students who are given a redo opportunity will be required to show effort and progress not only on the first assessment, but will also be required to complete work outside of class as directed by the teacher. **Redo opportunities may not be given to students who choose not to study or prepare for an assessment, who refuse to take an assessment, or who abuse the redo opportunity. Certain projects and assessments are not eligible for a redo opportunity, including final exams.**

## Course Fees

Course Fees, Uniforms, and SkillsUSA Leadership Association fees will be determined upon return to in-person/on-campus learning.

## Leadership & SkillsUSA

Leadership is a vital component of all career and technical education classes. Students may have the opportunity to join SkillsUSA, a student leadership organization that includes teachers, high school and college students, and industry partners who are working together to ensure America has a skilled workforce. Participation in SkillsUSA will provide students with the opportunity to demonstrate leadership skills, team building, and communication and presentation skills.

**PCSC Expectations & Policies – Remote Learning Addendum & Student Handbook  
PCSC staff reserves the right to change and modify the 20-21 Student Handbook and Course Syllabus as  
remote learning and COVID-19 school- related circumstances evolve.**

Students are expected to review and follow the school rules, procedures, and processes outlined in the PCSC student handbook. Rules will not be reprinted in the syllabus. The PCSC Student Handbook is provided electronically and can be accessed by selecting the “Resources” tab on the PCSC website, [www.pcskillscenter.org](http://www.pcskillscenter.org) or through your program’s Canvas page.

**Remote learning specific policies and expectations are listed below:**

**Synchronous vs. Asynchronous**

**Synchronous** instruction is directly facilitated by your teacher, a live zoom, help sessions, demonstrations, etc. – this is necessary in order for you to have the background information, materials, explanations, and assignments to work Asynchronously, meaning working independently.

**Asynchronous** – We recognize that working independently can be challenging. Our teachers have scheduled a live zoom each day to introduce and review the day’s lesson, assignments, assessments, etc. and that is followed by an opportunity for small group or one-on-one assistance to help you be successful. It’s important for you to remember it is also your responsibility to seek assistance...advocate for yourself and communicate with your teacher so they can assist before it becomes overwhelming.

**Addendum Contents - Remote Learning Engagement Expectations**

- Attendance
- Canvas
- Email
- Zoom Protocols
- Academic Performance
- Handbook Highlights
- Staff Contact Information

**Attendance**

- Student attendance is expected and will be taken daily
- Student attendance in a remote setting is defined as:

Monday Asynchronous	Tues/Wed/Thurs/Fri Synchronous
<p><b>Engaging in independent work is required</b></p> <p>Students engaged in assigned independent work, submitting assignments, or working directly with the instructor.</p>	<p><b>Attending daily live Zoom is required.</b></p> <p>Students who do not attend the live Zoom session will be marked absent for the day</p> <p>If a special circumstance prohibits a student from attending a live session, they may be considered present, but <b>ONLY</b> if they communicate directly with the instructor and complete asynchronous work as directed.</p>

## Excused Absences

If a student cannot attend the live teaching or independent learning time as described above, then parents will need to request an absence be marked excused by contacting the PCSC Attendance office at 253.800.4822 or email Paulla Hockaday at [phockaday@bethelsd.org](mailto:phockaday@bethelsd.org).

Allowable excused absences from prior years remain the same and apply to the 2020-21 school year.

If extenuating COVID-19 related circumstances impact a student's ability to regularly attend either the live teaching or independent learning, parents/student need to contact the PCSC Director, Michelle Ledbetter, [mledbetter@bethelsd.org](mailto:mledbetter@bethelsd.org), to discuss an alternative learning plan.

## Canvas

- Check daily schedule of tasks to be completed
- Submit all assignments by due date/time

## Email

- **ALL students are required to use, and check, their Bethel email account – even non-Bethel students**
- Check email twice daily – morning and afternoon

## Zoom

- Teachers have a REQUIRED Zoom meeting at the beginning of each session.
- Students must log into Zoom using first and last names, no nicknames allowed.
- Students will register attendance through the chat box.
- We prefer students have their cameras on during zoom meetings – ONLY PCSC provided virtual backgrounds are permitted, no personal backgrounds.
- Students are expected to join, and participate, in Zoom meetings EACH DAY unless alternative arrangements have been made with the instructor.
  - Be on Time
  - Be in a Quiet Space
  - Be Prepared
  - Be Presentable
  - Mute Yourself
  - Be Ready to Participate
  - Chat Responsibly
  - Practice Effective Communication
  - Be Respectful & Professional

## Additional Handbook Policies

Please remember, the full handbook is in effect regardless of remote learning. Students will be held accountable for the guidelines and expectations outlined in the PCSC Student Handbook. A few policies that have specific remote-learning implications are listed below. By no means is this an exhaustive list. YOU ARE RESPONSIBLE FOR ALL CONTENTS IN THE PCSC STUDENT HANDBOOK.

## Dress & Decorum

Make sure you are dressed appropriately for Zoom meetings – review this section in the handbook for specific expectations.

## HIB – Harassment, Intimidation, & Bullying

This policy applies to your remote learning classroom, as well as any future in-person schedule. It's imperative that all students feel safe and that remote learning is free of any harassment, intimidation, & bullying.

**Non-Performance**

- As you will see under the “Non-Performance” section, PCSC expects all students to maintain a minimum of a C grade at all times.
- A big part of your success via remote learning is continually checking your progress and grade to ensure you are on track.
- You are expected to self-manage and turn in assignments/activities by the due date/time.
- You are expected to communicate with teachers if you are having challenges or need assistance – this would include anything that would impact your success in the course – technology issues, content mastery, additional assistance, etc.

**Recording Devices**

You are prohibited from recording or capturing anyone’s image, teacher or student, without their permission. This absolutely applies to remote learning. For more information, review this section in the handbook.