

MASTER SYLLABUS

Course Discipline Code & No: PHT 106 Title: Introduction to Pharmacy Technology Effective Term Winter 2009
 Division Code: HAT Department Code: ALHD Org #: 15300
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Reactivation of inactive course
 Three-year syllabus review/Assessment report Inactivation (Submit this page only.)
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.
 Consultation with all departments affected by this course is required. Total Contact Hours (total contact hours were: _____)
 Course discipline code & number (was _____)* Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
 *Must submit inactivation form for previous course. Pre-requisite, co-requisite, or enrollment restrictions
 Course title (was _____) Change in Grading Method
 Course description Outcomes/Assessment
 Course objectives (minor changes) Objectives/Evaluation
 Credit hours (credits were: _____) Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.
 Provide students an opportunity to learn the nature of work, training, employment opportunities, and job outlook for Pharmacy Technicians and their responsibilities in the Pharmacy setting.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted
 Print: Dina Cheiman Faculty/Preparer Signature Dina Cheiman Date: 02/6/2008
 Print: Connie Foster Department Chair Signature Connie Foster Date: 10/7/08
 Division Review by Dean Request for conditional approval
 Recommendation Yes No [Signature] Date: 10/2/08
 Dean's/Administrator's Signature
 Curriculum Committee Review
 Recommendation Tabled Yes No [Signature] Date: 11/7/08
 Curriculum Committee Chair's Signature
 Vice President for Instruction Approval [Signature] Date: 11/2/08
 Vice President's Signature
 Approval Yes No Conditional

Do not write in shaded area.
 Log File 10/7/08 Ecopy Banner 11/7 C&A Database 11/7 C&A Log File 11/7 Basic skills Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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*Complete ALL sections which apply to the course, even if changes are not being made.

Course: PHT 10 6	Course title: Introduction to Pharmacy Technology
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Credit hours: 1 If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table border="1"> <tr> <td></td> <td>Student</td> <td>Instructor</td> </tr> <tr> <td>Lecture:</td> <td>15</td> <td>15</td> </tr> <tr> <td>Lab:</td> <td>—</td> <td>—</td> </tr> <tr> <td>Clinical:</td> <td>—</td> <td>—</td> </tr> <tr> <td>Practicum:</td> <td>—</td> <td>—</td> </tr> <tr> <td>Other:</td> <td>—</td> <td>—</td> </tr> <tr> <td>Totals:</td> <td>15</td> <td>15</td> </tr> </table>		Student	Instructor	Lecture:	15	15	Lab:	—	—	Clinical:	—	—	Practicum:	—	—	Other:	—	—	Totals:	15	15	Are lectures, labs, or clinicals offered as separate sections? <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input checked="" type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	Grading options: <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
			Student	Instructor																				
Lecture:	15	15																						
Lab:	—	—																						
Clinical:	—	—																						
Practicum:	—	—																						
Other:	—	—																						
Totals:	15	15																						

Prerequisites. Select one:

College-level Reading & Writing
 Reduced Reading/Writing Scores (Add information at Level I prerequisite)
 No Basic Skills Prerequisite (College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment <small>Can be taken together</small>	Corequisites <small>Must be enrolled in this class also during the same semester</small>
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

and or Consent required
 and or Admission to program required
 and or Other (please specify): _____
 Program: _____

Please send syllabus for transfer evaluation to:
 Conditionally approved courses are not sent for evaluation.
 Insert course number and title you wish the course to transfer as.

<input type="checkbox"/> E.M.U. as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> U of M as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> _____ as _____	<input type="checkbox"/> _____ as _____

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Course PHT 10 6	Course title Introduction to Pharmacy Technology
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Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	This course examines the role of the Pharmacy Technician in various pharmacy settings. It provides an overview of the educational requirements, the state law regarding delivery of Pharmacy Technician services, the role of the Pharmacy Technician as a member of the health care team, and the career opportunities for Pharmacy Technicians.	
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Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Outcomes (applicable in all sections)	Assessment Methods for determining course effectiveness
	<ol style="list-style-type: none"> Identify pre-requisites to apply to the Pharmacy Technology Certificate Program. Recognize the duties and responsibilities of a Pharmacy Technician. Describe the career opportunities available to the Pharmacy Technician. 	Departmental Exam Departmental Exam Career exploration project

Course Objectives Indicate the objectives that support the course outcomes given above. Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Objectives (applicable in all sections)	Evaluation Methods for determining level of student performance of objectives
	<ol style="list-style-type: none"> Identify pre-requisites to apply to the Pharmacy Technology Certificate Program: <ul style="list-style-type: none"> Academic Requirements Experience Requirements Recognize the duties and responsibilities of a Pharmacy Technician: <ul style="list-style-type: none"> Define Pharmacist and Pharmacy Technician List duties and responsibilities Describe the career opportunities available to the Pharmacy Technician: <ul style="list-style-type: none"> Explain various employment settings Explain benefits and rewards 	Match a personal education plan with program requirements Exam Exam

List all new resources needed for course, including library materials. None

Student Materials:		
List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools	Pharmacy Technician Program Student Handbook	Estimated costs \$ 15

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Software	
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Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course. <input type="checkbox"/> Level I classroom Permanent screen & overhead projector <input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR <input checked="" type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input type="checkbox"/> Off-Campus Sites <input type="checkbox"/> Testing Center <input checked="" type="checkbox"/> Computer workstations/lab <input type="checkbox"/> ITV <input type="checkbox"/> TV/VCR <input type="checkbox"/> Data projector/computer <input type="checkbox"/> Other _____
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Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
Identify pre-requisites to apply to the Pharmacy Technology Certificate Program.	Departmental Exam	Winter 2010 and every three years thereafter	All sections	24 students
Recognize the duties and responsibilities of a Pharmacy Technician.	Departmental Exam	Winter 2010 and every three years thereafter	All sections	24 students
Describe the career opportunities available to the Pharmacy Technician.	Career exploration project	Winter 2010 and every three years thereafter	All sections	24 students

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

The departmental final exam will be scored against the answer sheet.

The Career Exploration Project will be scored using a departmentally developed rubric (attached)

2. Indicate the standard of success to be used for this assessment.

90% of students will score 80% or above on the departmental final exam

90% of the students will score 80% or above on the Career Exploration Project

3. Indicate who will score and analyze the data (data must be blind-scored).

Full time faculty will blind-score and analyze the data.

4. Explain the process for using assessment data to improve the course.

The assessment data will be reviewed by the faculty in the pharmacy technology department and shared with the Pharmacy Technology Advisory Committee. Course changes will be identified and implemented.