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PT



TRAIN FOR A CAREER AS A

# Pharmacy Technician

Diploma Program





## ➤ Program Outline

As a Pharmacy Technician, you'll have a variety of responsibilities depending on your work environment. Pharmacy Technicians work with Licensed Pharmacists to do things like label and dispense medication, update patient information, and rotate inventory. Much of the work you do will be critical to keeping the pharmacy running smoothly, allowing the Pharmacist to consult with patients.

Pharmacy Technicians work in a variety of settings, including retail pharmacies, hospitals, nursing homes, and clinics. Receiving prescription requests, counting tablets, and delivering medications for distribution to patients are all part of the day-to-day duties of a Pharmacy Technician. In the Pharmacy Technician program, you'll study pharmacy law, basic chemistry, pharmacy procedures, and medical terminology. You will gain valuable experience with basic computer operations, such as data entry, that are vital to maintaining patient records.

Completion of the program is acknowledged by the awarding of a diploma, and students will be eligible for employment, after licensure is achieved, as entry-level Pharmacy Technicians. Licensure to work as a Pharmacy Technician is required by the state of California.

This program is offered in blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with online instruction to optimize the learning experience of the user. Blended courses are indicated by an asterisk (\*) in the module listings.

In preparation for the blended courses, students must participate in the following activities:

- > Complete the online New Student Blended Tutorial, which includes exercises for students to test accessibility and become familiar with navigation in all areas of blended courses.
- > Meet the specific computer requirements with acceptable hardware and software configuration and internet access as noted under admissions requirements.

<b>LOCATION</b>	Los Angeles, Orange County, and Ontario Campuses
<b>DURATION</b>	Approximately <b>9 months</b>
<b>ENROLLMENT REQUIREMENTS</b>	<p><b>Each program has entrance requirements, including an entrance exam. Some of the admissions requirements include:</b></p> <ul style="list-style-type: none"> <li>• Must be at least 18 or have a parent or guardian's signature</li> <li>• All applicants must take and pass entrance exams before admission</li> <li>• Must have a high school diploma or the equivalent</li> </ul> <p>Be sure to consult with an Admissions Advisor to get all the information on admission into the Pharmacy Technician program.</p>
<b>CAREER OPTIONS</b>	<p><b>Here are some of the industry organizations and medical offices that have hired ACC graduates:</b></p> <p>Aerotek, Inc., Anaheim General Hospital, Cedars-Sinai Medical Center, Fountain Valley Regional Hospital and Medical Center, Kaiser Permanente, Kindred Hospital, Loma Linda University Adventist Health Services, Riverside County Regional Medical Center, St. Vincent Medical Center, Target Pharmacy, UCLA Medical Center, and Walgreens Pharmacy</p>

# Module Descriptions

The training program is divided into six learning units called modules. Students must complete all six modules and can start with any one module, then continue their rotation until all six modules have been completed. Each module stands alone and is not dependent upon previous training. Upon successful completion of all modules, students participate in a 300-hour externship. Completion of the Pharmacy Technician program is acknowledged by the awarding of a diploma.

Module #	Module Title	Clock Hours	Quarter Credits
PT-1	Pharmacy Law*	80	6.0
PT-2	Drug Fundamentals*	80	6.0
PT-3	Pharmacology*	80	6.0
PT-4	Drug Distribution*	80	6.0
PT-5	IV Preparation*	80	6.0
PT-6	Retail Pharmacy*	80	6.0
PT-EXT	Externship	300	10.0
<b>Program Total</b>		<b>780</b>	<b>46.0</b>

\*Modules delivered in a blended format, a combination of online and on-ground.

## PT-1

### Pharmacy Law\*

This module provides students with an understanding of the history of pharmacy. It explores laws that govern the field, and the legal duties and responsibilities of both the Pharmacist and Pharmacy Technician are discussed. Effective communication techniques, proper telephone techniques, competency, and ethics are also covered. Students are introduced to various drug reference books and learn to utilize certain resources effectively. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Students gain familiarity with regulatory agencies and their functions including DEA, NAPB, State Boards, FDA, JACHO, ASHP, and CSHP. Basic computer operations, keyboarding, and essential employment skills are addressed in the daily computer lab. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

## PT-2

### Drug Fundamentals\*

This module presents a general overview of basic chemistry skills and students learn how to use the Periodic Table of the Elements. The atomic structure, respiratory system, chemotherapy, and the gastrointestinal system are discussed. Selected drugs are introduced. Students learn trade and generic names, pharmaceutical compounding, drug classifications, indications, dosages, routes of administration, and side effects. Basic computer operations, keyboarding, and essential employment skills are addressed in the daily computer lab. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

## PT-3

### Pharmacology\*

This module presents an introduction to basic pharmacology including the various effects of drugs and the processes involved in pharmacokinetics. The structure and function of the nervous, cardiovascular, and the urinary systems are introduced. Common pathological conditions and diseases that affect each of the systems are discussed. Selected drugs are introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Basic computer operations, keyboarding, and essential employment skills are addressed in the daily computer lab. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

## PT-4

### Drug Distribution\*

In this module, students are introduced to the language of pharmacy abbreviations. Students become adept at deciphering medication orders through daily lab exercises. They learn the mathematical conversions and dosage calculations necessary to correctly process drug orders in the hospital or inpatient pharmacy setting. The Unit Dose Drug Distribution System is introduced. Students apply hands-on procedures in cassette filling, unit dose prepackaging, and pharmaceutical compounding. Selected drugs are introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Basic computer operations, keyboarding, and essential employment skills are addressed in the daily computer lab. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

## PT-5

### IV Preparation\*

This module provides the students with an understanding of the procedures, skills, and techniques used in the preparation of sterile products for both hospital and home health care pharmacies. Students learn the calculations involved in the preparation of intravenous solutions. Students apply hands-on procedures in the preparation of sterile products using aseptic technique. Students learn how to prepare large volume solutions, intravenous piggybacks, and total parenteral nutrition. Selected drugs are introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Basic computer operations, keyboarding, and essential employment skills are addressed in the daily computer lab. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

## PT-6

### Retail Pharmacy\*

This module provides students with an understanding of the procedures employed in the retail-pharmacy setting. Such procedures include filling prescriptions accurately, drug procurement procedures, and third-party billing requirements. Selected drugs are introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Basic computer operations, keyboarding, and essential employment skills are addressed in the daily computer lab. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

## PT-EXT

### Externship

The externship course enables students to demonstrate and reinforce the knowledge and skills learned and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under the supervision of College staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the students' permanent record. Pharmacy Technician students must complete their externship training to fulfill graduation requirements.

**Prerequisites:** PT-1, PT-2, PT-3, PT-4, PT-5, PT-6

# Pharmacy Technician

## Accreditation

ACC is institutionally accredited by the **Accrediting Bureau of Health Education Schools (ABHES)**.

ABHES: 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043 / Phone (703) 917-9503 / Fax (703) 917-4109 / [www.abhes.org](http://www.abhes.org)

In addition, the Pharmacy Technician training programs at the Los Angeles, Orange County and Ontario campuses are programmatically accredited by the **American Society of Health-System Pharmacists (ASHP)**. ASHP: 7272 Wisconsin Avenue, Bethesda, MD 20814 / Phone (866) 279-0681 / [www.ashp.org](http://www.ashp.org).

Campus Locations	Orange County	Ontario	Los Angeles
<b>ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)</b>			
<b>Retention Rates</b>			
Based on the calculation required by ACC's accrediting body, ABHES. ABHES defines retention rate as the number of graduates plus students who enrolled as of June 30, 2019 divided by the number of students who were in school from July 1, 2017 to June 30, 2018 and were still enrolled as of July 1, 2018 plus new starts during the reporting period and students who reentered between July 1, 2018 and June 30, 2019.	80%	87%	80%
<b>Placement Rates</b>			
Based on the calculation required by ACC's accrediting body, ABHES. ABHES defines placement rates as the number of graduates who complete the program during the reporting period (July 1, 2018-June 30, 2019) who are graduates who were available for employment and found a job in their field of training.	85%	81%	80%
<b>CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)</b>			
<b>On-time Completion Rates</b>			
The number of students who completed the program within 100% of the published program length within 2018 divided by the number of students who began the program who were scheduled to complete the program within 100% of the published program length within 2018 and excludes all students who canceled during the cancellation period, minus the number of students who have died, been incarcerated, or been called to active military duty.	50%	58%	49%
<b>Placement Rates</b>			
The number of 2018 graduates gainfully employed in the field divided by the number of graduates available for employment. Graduates employed in the field means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of 35 days employment. For occupations for which the state requires passing an examination, the six months' period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.	54%	58%	71%
<b>Program Costs</b>			
Includes tuition and fees for the entire program, and assumes normal completion. Tuition and Fees are subject to change.	\$18,875	\$18,875	\$18,875
<b>O*Net Occupation Titles</b>			
	SOC Code	Links to Occupational Profiles on O*Net	
Pharmacy Technicians: Pharmacy Technician, Certified Pharmacy Technician (CPhT), IV Certified Pharmacy Technician, Pharmaceutical Care Associate	29-2052.00	<a href="http://www.onetonline.org/link/summary/29-2052.00">http://www.onetonline.org/link/summary/29-2052.00</a>	
Pharmacy Aides: Pharmacy Technician, Pharmacy Clerk, Pharmacy Aide, Ancillary, Pharmacy Assistant, Certified Pharmacy Technician, Front Counter Clerk, Pharmacy Cashier, Certified Pharmacist Assistant, Pharmacy Ancillary	31-9095.00	<a href="http://www.onetonline.org/link/summary/31-9095.00">http://www.onetonline.org/link/summary/31-9095.00</a>	
To obtain a list of the objective sources of information used to substantiate the salary disclosures; please refer to the California Employment Development Department website at: <a href="http://www.labormarketinfo.edd.ca.gov/ocguides/Search.asp">http://www.labormarketinfo.edd.ca.gov/ocguides/Search.asp</a> . ACC cannot guarantee employment. Programs lengths vary by schedule and session.			

## Start Your Change Today

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