



Walters State Community College Course Syllabus

Course Information

Course Number and Name: PHRX 2110 Pharmacy Technology Seminar

Section ID: 50322.202350

Semester and Year: Summer 2023

Credit Hours: 2

Start Date: June 01, 2023

End Date: August 03, 2023

Course Format: HYB - Hybrid (Web-Assisted Classes)

Catalog Course Description: The course is designed to prepare students for national certification. Course will include reviews of all core elements of the PTCB (Pharmacy Technician Certification Board) exam.

Meeting Details: TBD

Course Drop Deadline: July 12, 2023

Instructor Information

Name: Kimberly Brown

Role: Instructor

Office Location: TECH 118D

Office Hours: 8:00 am - 4:30 pm

Office Phone: 423-318-2757

Email: kimberly.brown@ws.edu

Supervisor Name: Marty Rucker

Supervisor Phone: 423-585-6981

Required Textbook(s) and Materials

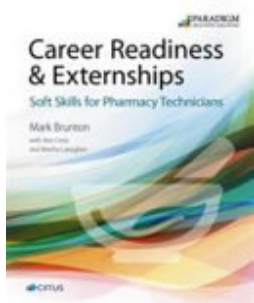
Pharmacy Tech Cirrus 2.0 Code

ISBN: 9798765770313

Publisher: EMC Publishing

Additional Information

CIRRUS 1 year access code - Required.



CAREER READINESS & EXTERNSHIPS

ISBN: 9780763886110

Authors: LANAGHEN BRUNTON. CROSS

Publication Date: 2019-01-01

Edition: 1ed

Additional Information

Physical Textbook - Recommended

Student Learning Outcomes/Objectives

- Exhibit knowledge of the various domains of the PTCB exam.
- Develop professional skills for completing applications, resumes, and interviewing.
- Understand career management and development – pharmacy technician roles in the workplace.

Instructional Approach and Methods

Lecture, web-based activities, discussion, self-study, research

Assessment, Evaluation and Testing Procedures

At the beginning of each semester, the student receives a class schedule, listing examination, quiz, and lab dates. Those dates may vary as determined by the instructor. Almost all assessments in this course are administered through eLearn. Students have a reasonable amount of time in which to view but not print their exam scores before access becomes unavailable. However, students are granted unlimited access to quizzes and homework, once they have all been submitted and graded.

Assessments:

- Exams/ Quizzes: 30 points for quizzes; 10 points for final
- Homework/ Assignments/ Reviews/ Activities/ Research: 55 points
- Participation: 5 points

Absences:

If a student is absent or late on the day of the exam, the instructor must be notified directly via email (Kimberly.brown@ws.edu or in eLearn) or call @ 423-318-2757. Failure to do so may result in a ten **(10)**-point deduction from the make-up exam. Documentation may be required for missed exams. If the exam is not made up by the next on-ground meeting or the scheduled make-up day, the student may receive a grade of a zero **(0)**. Additionally, if the course final exam is missed, a makeup would only be granted if the absence involved an emergency. An emergency includes but is not limited to, illness; injury; hospitalization; death in the immediate family; accident; quarantine/isolation protocols, or court appearance, with documentation of the emergency.

Missed quizzes are not eligible for make-up, even if excused. The lowest (1) quiz will be dropped from your final quiz average. If a student anticipates missing a quiz; it may be taken prior to the scheduled quiz date.

Grading Scale

A	90 -100
B	80 - 89
C	70 - 79
D	60 - 69*
F	59 and below

* A grade less than a C is not considered passing in Health Programs

Assignments

Understand that taking a hybrid course will require a higher degree of self-discipline than a traditional course. It is the student's responsibility to meet required deadlines and access the online content on a regular basis.

Covered chapters, readings, assignments, web resources, and activities will be assigned in advance. Students should prepare assignments by the online deadlines or before the on-ground class meeting.

Unless stated otherwise by the instructor, all on-ground assignments are to be completed before class or turned in at the *beginning* of class. Assignments in eLearn are to be submitted by the designated deadlines. Assignments not turned in on time may receive a grade of zero **(0)** or lower grade at the discretion of the instructor. Re-release of eLearn materials will not be permitted beyond three **(3)** days of the deadline date (exceptions will be at the instructor's discretion).

There may be in-class assignments/reviews/activities during on-ground meeting days. These may be eligible for makeup at the discretion of the instructor.

Class Participation

In this hybrid course, *positive* class participation is expected. Positive class participation refers appropriate classroom conduct and student involvement during lecture, classroom activities, and attend on-ground meetings for hybrid courses. Missing scheduled on-ground/virtual meetings, missing deadlines for homework, exams, and quizzes in this course during the semester will cause deductions to your course participation grade.

Regular class attendance is a student's obligation (See the *Walters State Catalog/Handbook*). The college requires the instructor to keep accurate attendance records and to report when students are not attending class. It is the responsibility of the student to be punctual for class. Tardiness cannot be assessed in Web-based courses, but positive student participation will be expected. Furthermore, a student must be mindful of tardiness and leaving a class early. There is a danger to the student's final grade in a course by not attending class.

Online/Web-Enhanced Course Supplementary Information

Suggested applications or web resources: elearn.ws.edu, cirrus.paradigmeducation.com, Drugs.com, Micromedex, PTCB, Epocrates, zoom.com, pharmacy-tech-study.com

Computer or mobile device with camera and microphone

Additional Course Requirements/Details/Information

Additional detailed information about attendance, absences, missed exams, and classroom policies are described in the Pharmacy Technician Student Handbook.

Academic Program Standards/Policies/Accreditation Information

The WSCC Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists (ASHP). See Pharmacy Technician handbook for more information.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or

electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

- e. Consulting with a classmate or others when taking a computerized test.
- f. Disregarding other specific policies and procedures outlined for a particular class.
- g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
- h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://helpdesk.walters.edu)
helpdesk.walters.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://www.waltersstate.edu/catalog/)
[catalog.ws.edu/](https://www.waltersstate.edu/catalog/)

[Walters State Timetable of Classes \(opens in new window\)](https://www.waltersstate.edu/admissions/registration/)
[ws.edu/admissions/registration/](https://www.waltersstate.edu/admissions/registration/)

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract

between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

ws.edu/home/

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)