

TEXARKANA COLLEGE

Syllabus: Pharmaceutical Mathematics I
Semester & Year: Fall/Spring Semesters

Course Number: PHRA 1309

Instructor Information:

Name: Patrice Grider, M.Ed., RN, CPhT
Telephone: 903-628-6551
Conference: 1:10 - 2:06 pm

Classroom: D4 New Boston High School
Email: pgrider@nbschools.net
Tutorials: Available upon request - 7:00 am

Required Textbook Information:

- The Pharmacy Technician - Foundation and Practices 3rd ed. by Mike Johnston, CPhT. ISBN # 978-0-13-520417-7
- The Pharmacy Technician: Foundations and Practices Lab Manual and Workbook 3rd ed by Mike Johnston, CPhT. ISBN # 978-0-13-520428-3

Course Description: Pharmaceutical Mathematics prepares students to solve pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

Student Learning Outcomes: Upon successful completion, the student will be able to:

1. Solve basic math problems; Demonstrate conversion between various systems of measurement including household, metric, and apothecary.
2. Perform adult and pediatric dosage calculations.
3. Apply calculations frequently needed in a pharmacy technician's work.

**Meets ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs Third Edition Goal 12 Objective 12.*

Student Requirements for Completion of the Course: Students must complete assigned homework, quizzes, and exams with an average of 70% or greater.

Student's final grade for the semester will be approximately determined by the following:

Daily Grades, Quizzes, Workbook, & Homework	35%
Chapter/Unit Exams	30%
Midterm Exam	15%
Comprehensive Final Exam	20%

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

Grading Policy: There will be a minimum of 15 daily grades (quizzes, labs, homework, etc.) for each grading period. **Late assignments will not be accepted!** There will be a minimum of 3 major grades (double-weighted). These will include unit exams, projects, etc. You will have time in class to finish most major assignments. Bonus points will be offered at various times. Students must maintain an average of 70 to remain in this course.

Make-up Policy: Students are responsible for contacting the instructor to discuss content and makeup work that is missed during an absence. If an exam is missed, the student must make-up the exam within one week of their return. Homework that was assigned prior to a student absence should be turned in on the first day back to class. Students have the number of days missed to complete work that was assigned during an absence.

**Class Schedule and Assignments: LECTURE TUESDAYS 1:10 - 2:06
LAB THURSDAYS 1:10 - 2:06**

Assignments, quizzes, and exams will be assigned by the instructor in class. Homework assignments should be turned in on the class day following the date of assignment or as advised by the instructor. Quizzes may or may not have prior notification, and the student is to be responsible for staying up to date on reading materials. Students are expected to participate in class discussions, group activities, and presentation activities. Work is to be completed using pencil only. Students may use a simple-function calculator to complete homework and tests. CELL PHONES AND PROGRAMMABLE CALCULATORS ARE NOT PERMITTED.

Course Outline: • Basic Math Skills • Measurement Systems • Dosage Calculations

Student Behavior Policy & Procedures: Please refer to the Texarkana College Student Handbook for the full list of rules, policies, and procedures related to student conduct.

Addendum: Texarkana College strives to provide a safe and comfortable learning environment free of abuse and distractions. At all times, students are required to practice courteous, respectful, and cooperative behavior. When students violate standards of conduct or act in a manner that disrupts the learning process, it is not fair to the students who do act appropriately. Students who do not comply with the policies of the program, college, and/or clinical facilities will face disciplinary action to encourage compliance.

Students are to address all instructors, personnel, visitors, guests, and classmates with respect and in a professional manner. Disrespecting instructors will not be tolerated. Students will be written up and sent home. Cursing, foul or derogatory language will not be permitted on campus. Personal use of electronic devices, including cell phones, are prohibited during class. **Clinical rotations are considered class.** These must be set on silent or turned off. No talking during exams. Students are expected to dress in a professional manner for class. Cheating will not be tolerated. Students caught cheating will be subject to disciplinary action after investigation by the Dean of Students. Proven violations will result in the student being dropped from the class with an "F" average. Family members or other acquaintances are not allowed in the classroom or at practicum sites. Texarkana College is a tobacco free campus. No tobacco products are allowed. Students must strictly follow the Health Occupations drug and alcohol policy. Patient confidentiality will be secure at all times. No patient identifying information will be taken from the practicum site.

Write- Up Offenses:

Personal use of electronic devices including cell phones
Improper dress and personal appearance

Leaving class without permission
Failure to follow procedures/policies
Sleeping during class (Attendance policy will apply)
Failure to follow the grooming and dress codes for the classroom
Failure to notify instructor of absence from a clinical experience before the scheduled start time

Write up offenses that will include sending student home. (Attendance policy will apply).

Profanity anywhere in the building or on campus
Lack of cooperation with instructors
Disruptive/unprofessional behavior
Being unprepared for class
Failure to adhere to the drug and alcohol policy (Violators may be removed from the program)
Bringing a child to class
Failure to follow the grooming and dress codes for clinical experiences. **This includes wearing artificial nails, nail polish (including clear) or overlay to a clinical site.**
Meeting with a family member or acquaintance during class time or at clinical.
Violations of patient confidentiality (HIPAA)
Actions that pose actual or potential harm to patients (May result in removal from the program)
Individual counseling and a write-up will occur with all violations; the student may be placed on probation from the program. All counseling sessions and write-ups will be documented in the student's permanent record. The student will be provided an opportunity to document their account of the violation(s), and this documentation will be retained in the student's record as well. The disciplinary measures implemented are at the discretion of the Program Coordinator and in accordance with written program policies described within this handbook and the **Texarkana College Student Handbook. When a student accrues four (4) write-ups/counseling sessions, he/she will be removed from the program without eligibility for re-entry.** The student has access through the academic grievance policy for an appeals process for any disciplinary action the student feels is unwarranted or unfair. The academic grievance policy is outlined in the Texarkana College Student Handbook.

Absentee Policy: Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class.

The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Excused Absences: A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus. **Students interested in Health Occupations should check with the division chair prior to entering the program.*

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

Workforce Classes

Day Classes	Evening Classes
<p>Class meets: 5 days a week (MTWRF) The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>Class Meets: 4 evenings a week (MTWR) The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

Students are allowed 5 class absences. After 5 absences, the student is subject to being dropped from the course. Attendance will be taken at the beginning of each class period. If a student is up to 15 minutes late to class, a tardy will be given. Students who are late will be required to sign in to the instructor’s attendance folder with the time of arrival. After 3 tardies, an absence will be assigned.

Academic Integrity Statement:

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. **Proven violations of this nature will result in the student being dropped from the class with an “F”.**

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including **dual credit campuses**. This information can be found in the Student

Handbook at <https://texarkanacollege.edu>.

Disability Act Statement: Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

Financial Aid: Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Security: Please keep your vehicle locked whenever you are away from it. Make sure you don't leave any valuables in plain sight (purse, phone, lap top). We want you to be safe. You must acquire a TC parking permit and display it in your vehicle. You must also have a TC student ID badge and keep it with you at all times. **Campus police EMERGENCY line: (903) 798-3330**

Texarkana College Student Counselor: (903) 823-3143 **Suicide Hotline: 1-800-273-8255**

Student Retention and Support: A student retention specialist is available for every student enrolled in the Pharmacy Technician Program. Karen Holt will help you with study skills, referral to Student Support Services, resume writing, job interview skills, direction to social support programs, and other services. Mrs. Holt can be contacted at Karen.holt@TexarkanaCollege.edu or at 903-823-3551. Her office is located in the Health Occupations building 2nd floor office # 351.

Student Support Services Information: Student Support Services is a federally funded program designed to give a helping hand to Texarkana College students who show potential for success in college, but who need assistance in their efforts. Students entering the program have a variety of needs encompassing economic, academic, cultural, and handicapped challenges. Student Support services can help you by offering career information, tutoring, study skills, and college transfer information.

Student Support Services
Career Education Center, Room 106
2500 N. Robison Road
Texarkana, Texas 75501

903-823-3381
Office Hours: M-F 8:00 am - 5:00 pm

Basic Needs Security Statement: Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

Disclaimer: *TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3456. human.resources@texarkanacollege.edu*