



Pharmacy Technician Career Diploma

PROGRAM OUTLINE

The program materials will be available in the approximate order listed below.

This program will help you prepare for the **Pharmacy Technician Certification Exam (PTCE)** and the **Exam for the Certification of Pharmacy Technicians (ExCPT)**.

Starting Your Program

Lesson 1 Starting Your Program

Pharmacy Technician Orientation

Lesson 2 Introduction to Pharmacy Technician

Career Readiness

Lesson 3 Personal Skills

Lesson 4 People Skills

Lesson 5 Workplace Skills

Pharmacology, Drug Class, and Body Systems, Part 1

Lesson 6 Basics of Pharmacology

Lesson 7 Cardiovascular and Hematologic Systems

Lesson 8 Respiratory and Endocrine Systems

Lesson 9 Gastrointestinal, Urinary, and Reproductive Systems

Pharmacology, Drug Class, and Body Systems, Part 2

Lesson 10 Integumentary and Musculoskeletal Systems

Lesson 11 Sensory Organs and Nervous System

Lesson 12 Immune System, HIV, and Cancer

Lesson 13 Antibiotics, Vitamins, Minerals, and Herbs

Pharmacy Practice Law and Regulations

Lesson 14 Law for the Pharmacy Technician

Lesson 15 Ethics for the Pharmacy Technician

Lesson 16 Confidentiality for the Pharmacy Technician

The Penn Foster Career School Diploma Grading System

| LESSON GRADE | LETTER | RATING |
|--------------|--------|-----------|
| 90-100 | A | Excellent |
| 80-89 | B | Good |
| 70-79 | C | Average |
| Below 70 | F | Failing |

An overall program average of 70%, or above, is required to graduate and earn your Career Diploma.

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials, and to substitute for the items of equipment offered.

PHTOUT01-1908

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Call 800.737.8593



**PENN
FOSTER**



Math Calculations for Pharmacy Technicians

- Lesson 17 **Basic Math Skills, Measurements, and Measurement Conversion**
 - Lesson 18 **Medication and Prescription Orders and Their Calculations**
 - Lesson 19 **Special Medication Calculations and Business Math**
 - Textbook *Math Calculations for Pharmacy Technicians*
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Pharmacy Sterile and Nonsterile Compounding

- Lesson 20 **Aseptic Prep, IV Medications, Administration, Considerations**
 - Lesson 21 **IV Calculations, Equipment, Facilities, and Techniques**
 - Lesson 22 **IV Nutrition, Pt. Consideration, QA, Nonsterile Compounding**
 - Textbook *Sterile Processing for Pharmacy Technicians*
 - Textbook *Mosby's Pharmacy Technician: Principles and Practice*
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Pharmacy Management and Operations

- Lesson 23 **Drug Information References**
 - Lesson 24 **Community, Institutional, and Additional Practice Settings**
 - Lesson 25 **Medication Safety and Error Prevention**
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Pharmacy Billing and Reimbursement

- Lesson 26 **Reimbursement Methodologies for Pharmacy Technicians**
 - Lesson 27 **Pharmacy Billing and Inventory Management**
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Pharmacy Management Software

- Lesson 28 **Community Pharmacy Practice**
 - Lesson 29 **Institutional Pharmacy Practice**
 - Lesson 30 **Reports and Assessment**
 - Textbook *Pharmacy Management Software for Pharmacy Technicians*
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Pharmacy Technician Certification Review

- Lesson 31 **Pharmacy Technician Workbook & Certification Review**
 - Textbook *The Pharmacy Technician Workbook & Certification Review*
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