

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Pharmacy Technology</u>
COURSE RUBRIC AND NUMBER	<u>PHRA 1215</u>
COURSE TITLE	<u>Pharmacy Terminology</u>
COURSE CREDIT HOURS	<u>2 2 :</u> Credits Lec Lab

I. Catalog Description

Provides a study of word origins and structure through the introduction to prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations. A grade of "C" or better is required in this course to take the next course. **(2:0)**.

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Unit I. Introduction to Pharmacy Terminology
 1. Describe the origin of medical language.
 2. Explain the importance of knowing medical terminology for the pharmacy profession.
 3. Define the terms word root, suffix, prefix, and combining form.
 4. Define a prefix and state the rule for using prefixes in words.
 5. Define a suffix and state the rule for using suffixes in words.
 6. Describe the structural units of the human body.
 7. Describe four types of tissues.
 8. List the body cavities and their contents.
 9. Describe major body planes.
 10. Identify regions of the body.
 11. Define, pronounce, and spell the terms used to describe the body directions, anatomical planes, and anatomical abdominal regions.
 12. Interpret the meanings of the abbreviations presented in this unit.

- B. Unit II. Terminology Related to Body Systems
 1. Define the anatomical terms for the human body structures for each of the body systems.
 2. Build, analyze, define, pronounce, and spell the diagnostic terms related to the human body structures and each body system.
 3. Identify, define, pronounce, and spell main diseases and disorders affecting each body system.
 4. Identify, define, pronounce, and spell main medications used in treating disorders of each body system.
 5. Identify, define, pronounce, and spell abbreviations used in each body system.

- C. Unit III. Terminology Related to Special Populations
 1. Describe the periods of child development.
 2. List congenital conditions in infants.
 3. Define diseases commonly seen in pediatric patients.
 4. Define, pronounce, and spell the medical terms related to children.

5. List common disorders or conditions that occur in geriatrics.
6. List the most common malignancies in geriatrics.
7. Define, pronounce, and spell common medical terms related to geriatrics.
8. Interpret the meanings of the abbreviations related to the geriatric population.
9. Describe benign and malignant tumors.
10. Classify cancers, discussing major pathological conditions.
11. Describe predisposing factors for cancer.
12. Define, pronounce, and spell the terms related to oncology.
13. Interpret the meanings of the abbreviations related to oncology.

D. Unit IV. Terminology Related to the Pharmacy Profession

1. Explain classifications of various drug names.
2. Define symbols and the meaning of related abbreviations.
3. List the basic parts of prescriptions.
4. Describe terminology used in administering medications.
5. List different routes of parenteral administration.
6. Explain the significance of medication errors.
7. Explain the major roles of a pharmacy technician in pharmacy practice.
8. Describe national certification for pharmacy technicians.
9. Explain why the field of pharmacy needs pharmacy technicians.
10. Describe the roles of the pharmacist in pharmacy practice today.
11. List various types of professional organizations.
12. Interpret the meaning of the abbreviations related to pharmacy practice.
13. Differentiate between pharmacy technician certification, registration, and licensure.
14. Describe various pharmacy settings and their differences.
15. Explain pharmacy's role in long-term care.
16. Explain the various types of compounding.
17. Define terminology used in compounding.
18. Identify various pharmacy laws.
19. Explain why knowledge of the law is important to pharmacy technicians.
20. Interpret the meanings of terms and abbreviations related to pharmacy law.
21. Define cost analysis and cost control.
22. Define, pronounce, and spell the medical terms related to management of pharmacy operations.
23. Interpret the meanings of the abbreviations related to pharmacy operations..
24. Define the ABC inventory method and inventory record card system.
25. Discuss various types of third-party payments.
26. Interpret the meanings of the abbreviations related to insurance billing.
27. Define, spell, and pronounce the terms related to third-party billing.
28. Describe automated systems used in pharmacy.
29. List the software and hardware components used in pharmacy computers.
30. Identify the advantages of computers in the pharmacy setting.
31. Discuss the various types of input and output devices.
32. Interpret the meaning of the abbreviations used in automated systems.
33. Define, pronounce, and spell the terms used in automated systems.
34. Differentiate computers in the hospital pharmacy versus computers in the community pharmacy.

E. Unit V. Terminology Related to Pharmaceutical Mathematics

1. Define percent, decimal, and ratio.
2. Describe the Roman numeral system.
3. Describe the Arabic system.
4. Explain fractions and the various types of fractions.
5. Recognize the symbols used to represent numbers in the Roman numeral system.
6. Distinguish among the various types of fractions.
7. Describe the concept of proportions.
8. Interpret the meaning of symbols used in pharmacy mathematics.

9. Define the term "measurement system."
10. Describe the system of measurement accepted worldwide and the household system.
11. List the basic units of weight, volume, and length in the metric system.
12. Define the term "International Unit."
13. Interpret the meaning of the abbreviations used in pharmacy mathematics.
14. Recognize the symbols used for the terms ounce, grain, and drop.
15. Describe the apothecary system.

III. THECB Learning Outcomes (WECM)

1. Identify, pronounce, and spell pharmaceutical terms;
2. Utilize pharmaceutical references as resource tools;
3. Use terms in context;
4. Build and translate pharmaceutical terms;
5. Identify word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations, signs and

IV. Evaluation

- A. Challenge Exam
Students who wish to challenge the course may contact the Instructional Dean for permission. The exam must be taken before the census cut-off date.
- B. Pre-assessment
Students' prerequisites will be reviewed during first week of class. Those who do not qualify will be directed to Admissions.
- C. Post-assessment
A continuous record of each of student's progress will be maintained on an Institutionally approved grade sheet or computerized substitute. Records will be kept in such a way that information would be clear to a second party performing an audit.
- D. Unit Exams
Written unit exams will consist of the following question types: multiple-choice, completion, essay, matching, spelling, analysis, drawing, and definition or any combination of these. The number and type of exams will be at the discretion of the instructor.
- E. Assignments
Written projects will be devised and assigned throughout the semester at the instructor's discretion.
- F. Final Exam
A comprehensive final exam will be administered at the end of the course.
- G. Grading Scale:

<u>Average Grade</u>	<u>Letter Grade</u>
91-100%	A
82-90.9%	B
75-81.9%	C
67-74.9	D
<67%	F
Incomplete	I
Withdrawn	W

*A grade of "D" or "F" will need to be repeated for all Health Careers and Technology Classes in order to graduate.

H. Remediation

At the instructor's discretion, students may be allowed to rewrite papers or retest for higher grades. Students requiring additional help may be referred to tutoring services.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.