



## Fall 2015 Pharmacy Technician Certification

This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam.

The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. You will learn about medical terminology specific to the pharmacy, read and interpret prescriptions and define drugs by generic and brand names, calculate dosage and I.V. flow rates, and learn about drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; price and file filled prescriptions; clean and help to maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding inventory control, billing, and insurance reimbursement will also be discussed.

The course fee includes the textbook, but does not include the \$129 PTCB exam fee. Please check the PTCB website ([www.ptcb.org](http://www.ptcb.org)) for more exam information. Students should bring a calculator to class. Please wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Textbook will be provided.

CRN 31773 | Fee: \$825

20 sessions | Monday & Wednesday | 9/14-11/23 (does not meet 10/12) | 6-9 PM | LRC B144

Instructors: Members of the Connecticut Pharmacists Association

### REGISTRATION GUIDELINES

*Have you successfully completed a college-level math course?*

IF YES: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar's Office to sign up.

IF NO: You must take a math comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary. To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.

**For further information, please call Diane Mitchell, Credit-Free Allied Health Program Coordinator, at (860) 512-2826, or email her at [dmitchell@manchestercc.edu](mailto:dmitchell@manchestercc.edu).**