



WORKFORCE DEVELOPMENT
CONTINUING EDUCATION DIVISION

HEALTHCARE EDUCATION

**PHARMACY TECHNICIAN
ONLINE PROGRAM**

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE | ONE HACC DRIVE,
HARRISBURG PA 17110



HACC WORKFORCE DEVELOPMENT/NONCREDIT FREQUENTLY ASKED QUESTIONS General Questions

How do I register for a Workforce Development/Noncredit class?

Methods of registration for Workforce Development/Noncredit classes include mail, telephone, in-person, or on-line. Contact the HACC Welcome Center nearest you for details: Gettysburg (717) 337-3855, Harrisburg (717) 780-2414, Lancaster (717) 358-2966, Lebanon (717) 270-6316, York (717) 801-0328.

Who can register for Workforce Development/Noncredit classes?

Advertised Workforce Development/Noncredit classes are open to the general public. Some classes/programs may require prerequisites or a minimum age to participate. These requirements are included in the class description.

When can I register for a Workforce Development/Noncredit class?

When a Workforce Development/Noncredit class is advertised, registration is open to the public. The deadline for registration is:

- (1) until the class start date, or
- (2) other published registration deadline, or
- (3) until the class reaches maximum capacity, whichever comes first.

It is the individual College department's choice whether to create waiting lists for classes.

It is recommended you register promptly for a Workforce Development/Noncredit class. Many classes fill up early. By waiting too long, you also run the risk of a class being cancelled without your enrollment.

Do I have to pay now? By what method can I pay?

Unless otherwise specifically stated, all Workforce Development/Noncredit tuition and related class fees are due at the time of registration. Payment may be in the form of HACC accepted credit cards, personal check, money order, or cash. Tuition may be billed to third party payers (student employer) with a formal written authorization to bill request.

Are there any discounts for residency or for senior citizens?

No discounts are available for residency or for senior citizens.

Do I have to pay the HACC admission fee to take a Workforce Development/Noncredit class?

No, the admission fee is only for individuals interested in taking Credit classes. You do not need to complete a HACC admissions application for Workforce Development/Noncredit classes. Simply register by one of the above methods.

Why do you need my DOB, home address, full name, and phone numbers?

All Workforce Development/Noncredit class participants are entered in our system as HACC students. Every class you take at HACC will appear on your official transcript. It is very important that we do not duplicate IDs. We need all your personal identification in order to thoroughly search 50+ years of records. Your confirmation letter will include your official HACC ID. This number, which begins with an "H", should be used to register for future HACC classes.

We mail a confirmation letter to every student and may need to contact you regarding a class change or cancellation. For this reason we need current address and phone numbers.

Where should I park?

Workforce Development/Noncredit students may park in any HACC public parking lot. A parking pass is not required. However, please do not park in restricted parking areas (handicapped, etc.) without proper authorization.

Do I need an ID card?

Students who are enrolled in programs that are longer than three (3) weeks in length receive a HACC ID. Once registered in a program or a class within a three week or longer program, take your confirmation letter and photo ID, i.e. driver's license, to any Welcome Center to get your HACC ID.

Where is my class held?

Upon registration, you will be given a confirmation letter which lists the class title, dates, times, instructor, and location. Please review this confirmation letter and contact HACC Workforce Development staff if you need clarification. It is recommended that you check the campus map for your classroom location before you arrive at the campus, especially after hours, since there may be limited staff on hand to assist you. Some classes are held off-campus. In this case, you will be provided with a street address of the location on the confirmation letter. Please note: Your confirmation letter lists ALL Workforce Development/Noncredit classes (past, current, future) you register for during the current fiscal year (July 1-June 30).

What about books for Workforce Development/Noncredit classes?

In some cases, books are included in the tuition and provided at the first class. If books are to be purchased separately, the title and ISBN will be indicated on the confirmation letter and they will be available at HACC bookstores.

Will I get a refund if the class cancels or if I drop out?

If HACC cancels a course or program, all paid participants will receive a 100% refund of all tuition and fees. Any student who wishes to drop a course may do so by visiting or calling any of the campus Welcome Centers. These requests must be made no less than (3) business days prior to the first class meeting date to be eligible for a full refund of tuition and fees, except for any tuition or fees noted as nonrefundable. Refunds are made in the same form as the course or program were paid. For example, if you pay by credit card any refund will be made to that same credit card.

Unless otherwise specifically stated or approved, no refund will be issued after a class start date. We do not issue partial refunds in the event a student starts a class late or does not complete the class. Students receiving Title IV financial aid will be subject to the federal regulations regarding withdrawal of classes. Financial aid eligibility will be recalculated based on dates of participation in financial aid eligible programs.

Why would a class be canceled?

All classes have a maximum enrollment limit beyond which no additional students may be added and a minimum class size that must be reached before a class will be taught. These limits vary depending upon the nature of the class and the available instructional space. If the minimum class size is not reached, the class will be cancelled. If a class is cancelled, it is typically done so two to three business days before the class start date. It is important that interested parties register before that time.

A class may be cancelled due to a situation with an instructor or class location. Every effort will be made to reschedule the class in this circumstance. Students will be promptly contacted as soon as a problem becomes apparent.

HACC reserves the right to add or delete a course, change times, location, fees, or instructors at its discretion.

We make every effort to contact a student when a class is cancelled or changed. It is important that you provide us with current phone numbers and/or e-mail addresses. We will leave phone messages if we cannot reach the student.

Can I use the gym, check out books from the library, or use the computer lab?

Only Workforce Development/Noncredit students participating in sports/fitness classes may use the gym and only during their scheduled class time. Students must sign in at the gym's front desk before their class.

The computer lab is not available to Workforce Development/Noncredit students.

A Workforce Development/Noncredit student may use the HACC library, but currently cannot check out books.

The usage fee for these above facilities is included in credit student tuition; Workforce Development/Noncredit students are not charged this fee.

Why are some classes offered at one campus and not another?

Local interest, qualified instructor availability, and/or appropriate class location availability may all be factors as to why classes are held at particular locations instead of others. We are continually investigating new ideas and locales for classes. We appreciate any feedback or ideas you may have. You can e-mail such ideas to: nhealth@hacc.edu.

ONLINE Pharmacy Technician Program Schedule

Total Program Cost: \$1,683 (textbooks are not included)

102 Total Program Hours

Program Coordinator, Jackie Foster jafoster@hacc.edu

Contact (717) 221-1727 or by email nchealth@hacc.edu for the latest and most up-to-date information.

A Pharmacy Technician, under the direct supervision of a registered pharmacist, and assists in the various activities of a pharmacy department not requiring the professional training of a pharmacist. This program is only offered in a fully online format for the convenience of the student. Students should be prepared to spend 10-15 hours per week on both online and independent coursework as well as examinations. Students should consider this factor before enrolling in this program.

Career Opportunities

This program prepares individuals for employment as a Pharmacy Technician in a variety of settings, including: hospital pharmacies, retail pharmacies, extended-care facilities, home healthcare agencies, and mail-order pharmacy distributors under the direct supervision of a registered pharmacist.

Competency Profile

This curriculum is designed to prepare students to:

- Understand the compounding and dispensing of preparations
- Understand the preparation of admixtures
- Participate in quality control processes
- Perform insurance billing
- Take the national certification examination administered by the Pharmacy Technician Certification Board (PTCB)

PROGRAM REQUIREMENTS

Pharmacy Practice	30 hours
Pharmacy Science	18 hours
Pharmacy Tech Math	24 hours
Job Readiness for Healthcare Professionals	18 hours
Pharmacy Tech Certification Prep Course	12 hours

Please Note: The student may be required to submit Act 33 Child Abuse and/or Act 34 Pennsylvania State Police Criminal Background Checks prior to obtaining employment. The student should consider this factor before enrolling in the program.

Pharmacy Practice**30 hours****Tuition: \$495**

This course serves as a cornerstone to the Pharmacy Technician program. This course provides an overview of the pharmacy technology field and develops the fundamental concepts and principles for success within the field. Topics include the system, the pharmacy profession, administrative aspects of pharmacy technology and the education and training of the technician. Other issues to be reviewed within course content are pharmacy technology, institutional medication distribution systems, repackaging pharmaceuticals and intravenous admixture programs.

Course No.	Start Date	End Date	Format
91191	01/14/19	02/17/19	Online

Pharmacy Science**18 hours****Tuition: \$297**

Prerequisite: Pharmacy Practice

This course will deal with the sciences as they relate to pharmaceutical practice. The different classifications of drugs will be the center of the discussion within the content of the course. The impact of different classifications on the different body systems will be reviewed.

Course No.	Start Date	End Date	Format
91192	02/18/19	03/10/19	Online

Pharmacy Tech Math**24 hours****Tuition: \$396**

Prerequisite: Pharmacy Practice

This course is an introduction to basic mathematical tools used by Pharmacy Technicians. Topics include general mathematics, basic algebra, systems of measurement and drug calculations (equivalents, conversions, ratios, and proportions, percentages, drug dilutions, pediatric dosing). Students will also review hour to calculate intravenous medication administration.

Course No.	Start Date	End Date	Format
91193	03/11/19	04/07/19	Online

Job Readiness for the Healthcare Professional**18 hours****Tuition: \$297**

This course will provide soft skill strategies for success and give the student an advantage in the job market by guiding them through what they will need to know to master essential soft skills. Skills strategies discussed are professional habits, attitudes, and personality traits. This course will help the student learn to communicate professionally in an entry-level healthcare setting.

Course No.	Start Date	End Date	Format
91194	04/08/19	04/28/19	Online

Pharmacy Tech Certification Prep Course**12 hours****Tuition: \$198**

Prerequisite: Pharmacy Practice

This course is designed to prepare the individual to take the nation Pharmacy Technician Certification Exam (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). An overview will be provided on the outline of the exam and the application process. PTCB's exam determines whether individuals have mastered the knowledge and skills necessary to practice as a pharmacy technician. Benefits of PTCB certification include an increase in job promotion opportunities, recognition within the pharmacy profession, and an increased focus on patient safety. Pharmacists recognize that PTCB-certified technicians demonstrate their qualifications and the knowledge, skills, and abilities necessary to function as a pharmacy technician through the examination. Individuals who meet eligibility requirements and pass the PTCE may use the designation CPhT (Certified Pharmacy Technician).

Course No.	Start Date	End Date	Format
91195	04/29/19	05/12/19	Online