



Pharmacy Technician Professional Certificate Program

The Pharmacy Technician program is designed for those interested in working as pharmacy technicians in hospitals, clinics and local pharmacies. Participants complete eight required courses and may choose to complete additional electives in order to increase versatility and job options. This program prepares participants for the Virginia State Board of Pharmacy exam and the National Certification Program for Pharmacy Technicians (PTCB). Upon successful completion of the coursework, participants are qualified to sit for both certification exams. Entry-level employment as pharmacy technicians in Virginia requires one of the two certifications. Participants are encouraged to seek internships or work experience while completing coursework to further employment opportunities.

Please Note: When applying for a job in this field, applicants may be required to complete a satisfactory background check and drug screen.

Required Courses

COMM 3200 Healthcare Communication

12 hours/1.2 CEUs/\$175

Learn the essential elements of written and oral communication in healthcare settings. Discussion of appropriate terminology, patient confidentiality, cultural and other influences on healthcare decisions, verbalizing pain, body language and etiquette are included. Participants will role-play to gain confidence in communication skills.

HLTH 3300* Human Anatomy & Physiology I

24 hours/ 2.4 CEUs/\$250

Study the human body through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

HLTH 3305* Human Anatomy & Physiology II

24 hours. 2.4 CEUs/\$250

Study the human body through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

HLTH 3500 Pharmacy Practice

24 hours/2.4 CEUs/\$250

This course serves as an introduction to professional roles and responsibilities in the pharmacy. Participants will learn to manage information in pharmaceutical records systems, maintain drug inventory, prepare patient information and comply with laws and regulations governing pharmacy. Gain hands-on experience through laboratory exercises in counting, measuring, compounding, packaging and labeling prescriptions.

Note: This course should be completed in conjunction with HLTH 3510.

HLTH 3510 Pharmacy Mathematics

24 hours/ 2.4 CEUs/\$250

Participants review fractions, decimals, percentages, ratios, proportions, weights, metric measures (apothecary and household), dose calculations, and IV flow rates as applied in pharmacology.

Note: Participants should bring an inexpensive scientific calculator to each class (TI-30xa or equivalent).

Note: This course should be taken in conjunction with HLTH 3500 Pharmacy Practice.

HLTH 3520 Pharmacology I

24 hours/ 2.4 CEUs/\$250

Study pharmacology through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

Prerequisites: Successful completion of HLTH 3500 and HLTH 3510.

HLTH 3525 Pharmacology II

24 hours/2.4 CEUs/\$250

Study pharmacology through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

Prerequisites: Successful completion of HLTH 3500 and HLTH 3510.

Visit our website at <http://workforce.tncc.edu/continuingeducation/classregistration.php> or call (757) 825-2937 or 825-2935 for information on how to register

Course schedule is located on our website. Check current schedule of classes for exact course offerings and explanation of administrative policies, including refund policy.

*College credit may be available for successful completion of these courses. See TNCC advanced standing guide for details.

Pharmacy Technician Professional Certificate Program (continued)

HLTH 3550 Pharmacy Technician Exam Prep

9 hours/0.9 CEUs/\$150

Prepare for the National Certification Program for Pharmacy Technicians. Review study guide and self assessment provided by the Virginia Board of Pharmacy. Complete mock exams to determine areas of strength and weakness and develop an individualized study plan.

Prerequisites: Successful completion of HLTH 3520 and HLTH 3525.

Optional Courses

Participants may choose to complete additional electives in order to increase versatility and job options.

HLTH 3325* Medical Terminology I

24 hours/ 2.4 CEUs/\$250

Learn to pronounce, write, define and use medical terms properly. Participants gain knowledge of medical terminology and abbreviations through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

HLTH 3330* Medical Terminology II

24 hours/2.4 CEUs/\$250

Learn to pronounce, write, define and use medical terms properly. Participants gain knowledge of medical terminology and abbreviations through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems.

Note: Because the courses concentrate on different systems of the body, levels I and II can be interchanged in order.

HLTH 3450* Medical Coding and Billing I

24 hours/ 2.4 CEUs/\$250

Prepare for a career as a coding and billing specialist by learning the fundamentals of health insurance coverage, the insurance claim cycle and coding diagnosis and procedures. Participants gain hands-on practice in coding insurance claims.

HLTH 3455* Medical Coding & Billing II

24 hours/2.4 CEUs/\$250

Prepare for a career as a coding and billing specialist by learning claim requirements of private insurance, managed care and government insurance programs. Participants continue hands-on practice in coding insurance claims.

Prerequisites: Successful completion of HLTH 3450.

Sample Plan of Study

Fall Semester

Pharmacy Practice and Pharmacy Mathematics courses are completed together during the first six weeks of the semester. Pharmacology I and Human Anatomy & Physiology I courses are completed together during the remaining eight weeks of the semester.

Spring Semester

Healthcare Communication is completed during the first six weeks of the semester. Pharmacology II and Human Anatomy & Physiology II are completed together during the remaining eight weeks of the semester. Pharmacy Technician Exam Prep is completed at the end of the semester.

Elective Courses

Elective courses can be completed during fall semester, spring semester, or the summer prior to entering the formal program of study in the fall.

Alternative Start Date

Those who start the program during the spring semester should complete Pharmacy Practice and Pharmacy Mathematics courses during the first six weeks of the semester, followed by Pharmacology II and Human Anatomy & Physiology II during the remaining eight weeks of the semester. Healthcare Communication, Pharmacology I and Human Anatomy & Physiology I are completed during fall semester. Participants starting the program in the spring should take the exam prep course at the end of the program of study or internship/work experience.



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