Program Information Report

Pharmacy Technology (CTPHAR)
Certificate

Program Effective Term: **Fall 2018**

High Demand Occupation   High Skill Occupation

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, community pharmacies, and various pharmacy practices, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full-time program with many courses available in an online or blended format. Courses are required to be completed in sequence.

For detailed information regarding admission to this health care program, please visit our Health Programs department page at http://health.wccnet.edu/.

Articulation:
Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: http://www.wccnet.edu/curriculum/articulation/levelone/colleges/.

Applying for Admission to the Program:
A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Student Connection, Health and Second Tier Program, information page http://www.wccnet.edu/studentconnection/admissions/health-second-program/. Completed and signed applications must be submitted during the dates indicated on the application to the Health and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building.

Requirement After Acceptance
Upon notification of acceptance to the program, students must purchase an account from a college-designated vendor to obtain a criminal background check, drug testing, and track their health records. The criminal background check must be submitted to the designated vendor before attending the program mandatory orientation session. These requirements must be completed by November 1.

Program Admission Requirements:
Washtenaw Community College uses a competitive admission process for high demand programs in health care. Each year, approximately 24 students are accepted to the program for a Fall semester start. This is a full-time program. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at http://health.wccnet.edu .

Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change. Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's Admission to High Demand Programs policy including priority levels are on WCC's Board of Trustees policy page: http://www.wccnet.edu/trustees/policies/2005/. Details regarding WCC's point scales that are used to calculate points are on WCC's Student Connection, Health and Second Tier Program, information page: http://www.wccnet.edu/studentconnection/admissions/health-second-program/ .

Requirements for application are:
1. Admission to WCC.
2. Program prerequisite courses:
a. MTH 160 or MTH 167 or MTH 169 or any Academic Math Level 4 or higher with a minimum grade of C+/2.3.
b. BIO 101 or higher level college Biology course (including lab) with a minimum grade of C+/2.3.
c. ENG 111 with a minimum grade of C+/2.3.
3. Minimum cumulative college GPA of 2.3.
4. Verification of high school diploma or GED.
5. Signed Abilities Statement. WCC reserves the right to request, before and during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
6. Residency verification.

Continuing Eligibility Requirements:
1. Additional criminal background checks may be conducted at any time during the program. Students may be required to have drug testing as well as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time, will result in dismissal from the program.
-Students who have a felony conviction record are not allowed to continue in the program or sit for the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board.
2. The requirements below must be submitted by November 1. Detailed information including any required forms will be provided to the student at the mandatory orientation.

Program Information Report

-Submit a completed Report of Medical History form (physical examination by licensed physician)
-Submit proof of a negative TB skin test
-Submit proof of a current vaccination record (you may be asked to update vaccines)
-Submit proof of a current Flu vaccine
-Submit proof of current health insurance (health insurance must remain active throughout the entire program)
-Submit proof of negative drug screen
-Background check
3. Students must complete any other health requirements as designated by the clinical sites.
4. WTMC students must possess a valid high school diploma or GED by the end of the program.
5. Students must be at least 18 years of age to graduate from this program.
6. Demonstration of proficiency in the English language prior to placement in PHT 198. See the Abilities Statement in the admissions packet for further details.
7. All Pharmacy Technology (PHT) and support courses to the program must be completed with a minimum grade of C/2.0.
8. Students who are dismissed from the program may not be eligible to reapply to the program.

Major/Area Requirements		(11 credits)
BIO 101 or	Concepts of Biology	
	Any BIO 101 or Higher Level College Biology (including Lab) Course	4
ENG 111	Composition I	4
MTH 160 or	Basic Statistics	
MTH 167 or	Math Applications for Health Science	
MTH 169 or	Intermediate Algebra	
	Any Math Level 4 or Higher Course	3-4

Semester 1 (Fall)		(9 credits)
HSC 101 or	Healthcare Terminology	
HSC 124	Medical Terminology	1-3
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 145	Prescription Processing and Compounding	2

Semester 2 (Winter)		(8 credits)
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4

Minimum Credits Required for the Program: **28**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTPHAR

Program Name: Pharmacy Technology

Effective Term: Fall 2018

Division Code: HLT

Department: Allied Health

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☒ Remove course(s): _____Computer literacy_____
☐ Add course(s): _____
☐ Program title (title was _____)
☒ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☒ Program admission requirements
☒ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other_____

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Students will receive necessary computer training as part of the program; therefore, a computer literacy course is no longer needed. The other changes are a result of the use of CastleBranch for background checks, drug testing and health document tracking.

Financial/staffing/equipment/space implications:

None

List departments that have been consulted regarding their use of this program.

None

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kiela Samuels	*Kiela M. Samuel*	10/20/2017
Department Chair	Connie Foster	*Connie Foster*	10/23/17
Division Dean/Administrator	Valerie Greaves	*Valerie Greaves*	10/25/17
Vice President for Instruction	Kimberly Hurns	*[signature]*	11/5/2017

Do not write in shaded area. Entered in: Banner _11/5/17_ C&A Database _11/6/17_ Log File_____ Board Approval _NA_

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

ACADEMICS

Pharmacy Technology (CTPHAR)

Certificate · 2015 - 2016

Description

community pharmacies

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, ~~retail stores~~ and *various* pharmacy ~~practices~~ where they work under the supervision of a registered pharmacist. Students learn to blend a high ¿ care. This is a full-time program ~~and~~ courses are required to be completed in sequence.

with many courses online and blended format available in an

For detailed information regarding admission to this health care program, please visit our Health Programs departmen

Articulation

Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office
www.wccnet.edu/curriculum/articulation/levelone/colleges/.

Admissions Requirements

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Requirements for application are:
1. Admission to WCC.
2. Program prerequisite courses: *or MTH 160*
a. MTH 167 or MTH 169 or any Academic Math Level 4 or higher with a minimum grade of C+/2.3.
b. BIO 101 or higher level college Biology course (including lab) with a minimum grade of C+/2.3.
c. ENG 111 with a minimum grade of C+/2.3.
d. ~~Computer and information literacy (approved general education course) with a minimum grade of C+/2.3.~~
3. Minimum cumulative college GPA of 2.3.
4. Verification of high school diploma or GED.
5. Signed Abilities Statement. WCC reserves the right to request, before and during the program, that students succes physical and cognitive abilities related to the program.
6. ~~Criminal background check clearance (refer to the information in the admission packet).~~ *Upon admission*
7. Residency verification. *Students will*

Applying for Admission to the Program

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's and Second Tier Program, information page www.wccnet.edu/studentconnection/admissions/health-second-program/ applications must be submitted during the dates indicated on the application to the Health and Second Tier Admission Connection, located on the second floor of the Student Center Building.

Upon Acceptance Statement here

Continuing Eligibility

1. Additional criminal background checks may be conducted at any time during the program. Students may be require
as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by
Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time, will result in dis
-Students who have a felony conviction record are not allowed to continue in the program or sit for the National Pharm
Exam administered by the Pharmacy Technician Certification Board.

2. The requirements below must be submitted by November 1. Detailed information including any required forms will t
the mandatory orientation.
-Submit a completed Report of Medical History form (physical examination by licensed physician)
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-Submit proof of a current vaccination record (you may be asked to update vaccines)
-Submit proof of a current Flu vaccine
-Submit proof of current health insurance (health insurance must remain active throughout the entire program)
-Submit proof of negative drug screen　　*Background check*

3. Students must complete any other health requirements as designated by the clinical sites.

4. WTMC students must possess a valid high school diploma or GED by the end of the program.

5. Students must be at least 18 years of age to graduate from this program.

6. Demonstration of proficiency in the English language prior to placement in PHT 198. See the Abilities Statement in
further details.

7. All Pharmacy Technology (PHT) and support courses to the program must be completed with a minimum grade of C

8. Students who are dismissed from the program may not be eligible to reapply to the program.

Contact Information

Division: Health Sciences
Department: Allied Health Department
Advisors: Susan Travis

Requirements

(Items marked in orange are available online.)

Major/Area Requirements

Class		Title	Credits
BIO 101	or	Concepts of Biology	
		Any BIO 101 or Higher Level College Biology (including Lab) Course	4
~~Elective(s)~~		~~Computer and Information Literacy~~	~~3~~
ENG 111		Composition I	4
MTH 160 OR MTH 167	or	Math Applications for Health Science	
MTH 169	or	Intermediate Algebra	
		Any Math Level 4 or Higher Course	3 - 4
Total			~~14 - 15~~ *11 - 12*

Semester 1 (Fall)

Class		Title	Credits
HSC 101	or	Healthcare Terminology	
HSC 124		Medical Terminology	1 - 3
PHT 100		Introduction to Pharmacy and Health Care Systems	4
PHT 103		Pharmaceutical Calculations	2

Class	Title	Credits
PHT 145	Prescription Processing and Compounding	2
Total		**9 - 11**

Semester 2 (Winter)

Class	Title	Credits
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4
Total		**8**

Total Credits Required: ~~31 - 34~~
28 - 31

Gainful Employment Disclosures

Requirement After Acceptance

Upon notification of acceptance to the program students must purchase an account from a college-designated vendor to obtain a criminal background check, and to track their health records. The criminal background check must be submitted to the designated vendor before attending the ~~first~~ program mandatory orientation session. ~~The~~ _These_ health requirements must be completed ~~within the dates provided in the acceptance letter and submitted to the designated vendor~~ by the deadline provided in the ~~acceptance letter.~~ _by November 1_   ①_Drug Testing_

Program Information Report

Pharmacy Technology (CTPHAR)
Certificate
Program Effective Term: **Fall 2017**

High Demand Occupation   High Skill Occupation

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For detailed information regarding admission to this health care program, please visit our Health Programs deartment page at http://health.wccnet.edu/.

Articulation:
Eastern Michigan University, several BS degrees.

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b. BIO 101 or higher level college Biology course (including lab) with a minimum grade of C+/2.3.
c. ENG 111 with a minimum grade of C+/2.3.
d. Computer and information literacy (approved general education course) with a minimum grade of C+/2.3.
3. Minimum cumulative college GPA of 2.3.
4. Verification of high school diploma or GED.
5. Signed Abilities Statement. WCC reserves the right to request, before and during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
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7. Residency verification.

Continuing Eligibility Requirements:
1. Additional criminal background checks may be conducted at any time during the program. Students may be required to have drug testing as well as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time, will result in dismissal from the program.
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7. All Pharmacy Technology (PHT) and support courses to the program must be completed with a minimum grade of C/2.0.
8. Students who are dismissed from the program may not be eligible to reapply to the program.

Major/Area Requirements		(14 credits)
BIO 101 or	Concepts of Biology	
	Any BIO 101 or Higher Level College Biology (including Lab) Course	4
Elective	Computer Lit. Elective(s)	3
ENG 111	Composition I	4
MTH 167 or	Math Applications for Health Science	
MTH 169 or	Intermediate Algebra	
	Any Math Level 4 or Higher Course	3-4

Semester 1 (Fall)		(9 credits)
HSC 101 or	Healthcare Terminology	
HSC 124	Medical Terminology	1-3
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 145	Prescription Processing and Compounding	2

Semester 2 (Winter)		(8 credits)
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4

Minimum Credits Required for the Program: **31**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CTPHAR**

Program Name: **Pharmacy Technology**

Effective Term: **Fall 2017**

Division Code: **HLT**   Department: **Allied Health**

Directions:

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3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☐ Remove course(s): _____
☒ Add course(s): BIO 101 or higher lab science biology course
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other_____

Show all changes on the <u>attached page from the catalog.</u>

Rationale for proposed changes or discontinuation:

Modify program requirements to accept BIO 101 or any higher lab science biology course. Remove the need for multiple substitution forms.

Financial/staffing/equipment/space implications:

None

List departments that have been consulted regarding their use of this program.

None

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kiela Samuels	Kiela M. Samuel	5/9/2016
Department Chair	Connie Foster	Connie Foster	5/9/2016
Division Dean/Administrator	Valerie Greaves	Valerie Greaves	5/9/16
Vice President for Instruction	Michael A Nealon	Michael B Nme	7/21/16

Do not write in shaded area.   Entered in: Banner 10/28/16   C&A Database_____   Log File_____   Board Approval NA

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

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Office of Curriculum & Assessment

Pharmacy Technology (CTPHAR)

Certificate

Description

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, retail stores and other specialty areas of pharmacy practice, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full-time program and courses are required to be completed in sequence.

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c. ENG 111 with a minimum grade of C+/2.3.
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Continuing Eligibility

1. Additional criminal background checks may be conducted at any time during the program. Students may be required to have drug testing as well as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time, will result in dismissal from the program.
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Contact Information

Division:	Health Sciences
Department:	Allied Health Department
Advisors:	Susan Travis

Requirements

(Items marked in orange are available online.)

Major/Area Requirements

Class		Title	Credits
BIO 101		Concepts of Biology *or higher lab science biology course*	4
Elective(s)		Computer and Information Literacy	3
ENG 111		Composition I	4
MTH 167	or	Math Applications for Health Science	
MTH 169	or	Intermediate Algebra	
		Any Math Level 4 or Higher Course	3 - 4
Total			**14 - 15**

Semester 1 (Fall)

Class		Title	Credits
HSC 101	or	Healthcare Terminology	
HSC 124		Medical Terminology	1 - 3
PHT 100		Introduction to Pharmacy and Health Care Systems	4
PHT 103		Pharmaceutical Calculations	2
PHT 145		Prescription Processing and Compounding	2
Total			**9 - 11**

Semester 2 (Winter)

Class	Title	Credits
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4
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Total Credits Required: **31 - 34**

Gainful Employment Disclosures

Program Information Report

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-Submit proof of a current vaccination record (you may be asked to update vaccines)
-Submit proof of a current Flu vaccine
-Submit proof of current health insurance (health insurance must remain active throughout the entire program)
-Submit proof of negative drug screen
3. Students must complete any other health requirements as designated by the clinical sites.
4. WTMC students must possess a valid high school diploma or GED by the end of the program.
5. Students must be at least 18 years of age to graduate from this program.
6. Demonstration of proficiency in the English language prior to placement in PHT 198. See the Abilities Statement in the admissions

Program Information Report

packet for further details.

7. All Pharmacy Technology (PHT) and support courses to the program must be completed with a minimum grade of C/2.0.

8. Students who are dismissed from the program may not be eligible to reapply to the program.

Major Area Requirements		(14 credits)
BIO 101	Concepts of Biology	4
Elective	Computer Lit. Elective(s)	3
ENG 111	Composition I	4
MTH 167 or	Math Applications for Health Science	
MTH 169 or	Intermediate Algebra	
	Any Math Level 4 or Higher Course	3-4

Semester I (Fall)		credits
HSC 101 or	Healthcare Terminology	
HSC 124	Medical Terminology	1-3
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 145	Prescription Processing and Compounding	2

Semester II (Winter)		(8 credits)
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4

Minimum Credits Required for the Program: **31**

Program Information Report

CTPHAR

School of Nursing and Health Sciences

Find your place in the growing field of health care. The School of Nursing and Health Sciences provides a variety of programs designed to prepare the student for entry-level positions in dental assisting, pharmacy technology, physical therapist assistant, radiography, nursing assistant or professional nursing. The health care foundations certificate provides a starting point for prospective nursing and health science students or provides the general education courses to move from completion of a certificate program into an associate degree program.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, an advanced certificate and General Education requirements.

Pharmacy Technology

Work with a professional pharmacist to meet the medication and customer service needs of individuals in a variety of settings.

Program Information Report

Pharmacy Technology (CTPHAR)
Certificate
Program Effective Term: **Fall 2015**

High Demand Occupation   High Skill Occupation

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, retail stores, and other specialty areas of pharmacy practice, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full time program and courses are required to be completed in sequence.

Articulation:
Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Program Admission Requirements:
Washtenaw Community College uses a competitive admission process for high demand programs in health care. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Welcome to Health Care home page at: http://www.wccnet.edu/health

Major/Area Requirements		(14 credits)
BIO 101	Concepts of Biology	4
Elective	Computer Lit. Elective(s)	3
ENG 111	Composition I	4
MTH 167 or	Math Applications for Health Science	
MTH 169 or	Intermediate Algebra	
	Any Math Level 4 or Higher Course	3-4

Semester 1 (Fall)		(9 credits)
HSC 101 or	Healthcare Terminology	
HSC 124	Medical Terminology	1-3
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 145	Prescription Processing and Compounding	2

Semester 2 (Winter)		(8 credits)
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4

Minimum Credits Required for the Program: **31**

PROGRAM CHANGE OR DISCONTINUATION FORM

CTPHAR

Program Code: ~~PHT~~   Program Name: Pharmacy Technology

Fall 2015

Effective Term: Winter 2016

Division Code: HLT   Department: Allied Health (ALHD)

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☐ Remove course(s): _____
☐ Add course(s): _____
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☒ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☒ Other _Gen Ed._

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

1) Open up gen ed to more electives
2) Change semester layout

Financial/staffing/equipment/space implications:

None

List departments that have been consulted regarding their use of this program.

Math

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kiela Samuels	Kiela M. Samuels	9/24/2015
Department Chair	Connie Foster	Connie Foster	9/24/2015
Division Dean/Administrator	Valerie Greaves	Valerie Greaves	9/27/15
Vice President for Instruction	Michael Nealon	Michael G. Neal	10/23/15
President	Rose Bellanca		

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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ACADEMICS

Pharmacy Technology (CTPHAR)

Certificate   2013 - 2014   2014 - 2015   2015 - 2016

Description

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, retail stores, and other specialty areas of pharmacy practice, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full time program and courses are required to be completed in sequence.

Articulation

Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Admissions Requirements

Washtenaw Community College uses a competitive admission process for high demand programs in health care. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Welcome to Health Care home page at: www.wccnet.edu/health

Contact Information

Division: Health Sciences
Department: Allied Health Department
Advisors: Susan Travis

Requirements

(Items marked in _____ are available online.)

Major/Area Requirements

Class		Title	Credits
BIO 101		Concepts of Biology	4
	or	Introduction to Computer Productivity Apps	
		Introduction to Computer Information Systems	3
		Composition I	4
	or	Math Applications for Health Science	
	Or	Intermediate Algebra	3 - 4
Total		or any math level 4 or higher course	14 - 15

(handwritten: Computer & Information Literacy Elective 3-4)

(handwritten: Fall or)

First Semester

Class	Title	Credits
HSC 124	Healthcare Terminology	1 (1-3)
PHT 110	Introduction to Pharmacy and Health Care Systems	4
PHT 125	Pharmaceutical Calculations	2
PHT 140	Prescription Processing and Compounding	2
Total		9

Second Semester

(handwritten: Winter)

Class	Title	Credits
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4
Total		8

	Total Credits Required:	31 - 32

Gainful Employment Disclosures

Program Information Report

Pharmacy Technology (CTPHAR)
Certificate
Program Effective Term: **Fall 2015**

High Demand Occupation   High Skill Occupation

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, retail stores, and other specialty areas of pharmacy practice, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full time program and courses are required to be completed in sequence.

For more detailed information regarding the health care programs at WCC, please visit our "Welcome to Health Care" home page at http://www4.wccnet.edu/departments/health

Articulation:
Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Program Admission Requirements:
Washtenaw Community College uses a competitive admission process for high demand programs in health care. For detailed information regarding admission to this health care program, please visit our Welcome to Health Care home page at: http://www4.wccnet.edu/departments/health

Major/Area Requirements		(14 credits)
BIO 101	Concepts of Biology	4
CIS 100 or	Introduction to Computer Productivity Apps	
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 167 or	Math Applications for Health Science	
MTH 169	Intermediate Algebra	3-4

First Semester		(9 credits)
HSC 101	Healthcare Terminology*	1
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 145	Prescription Processing and Compounding	2

Second Semester		(8 credits)
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4

Minimum Credits Required for the Program: **31**

Program Information Report

Pharmacy Technology (CTPHAR)
Certificate
Program Effective Term: **Fall 2014**

High Demand Occupation   High Skill Occupation

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, retail stores, and other specialty areas of pharmacy practice, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full time program and courses are required to be completed in sequence.

For more detailed information regarding the health care programs at WCC, please visit our "Welcome to Health Care" home page at http://www4.wccnet.edu/departments/health

Articulation:
Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Applying for Admission to the Program:
A limited number of students are admitted to the Pharmacy Technology program each year. Application packets may be downloaded from the WCC Web site. Download the Pharmacy Technology program application packet:
http://www4.wccnet.edu/departments/health/
Completed and signed applications must be delivered to the Health Admissions Technician at the Student Connection, located on the second floor of the Student Center Building.
Applicants will be screened based on the following criteria:

- Completion and submission of an application for admission to the Pharmacy Technology program
- Completion of all prerequisite courses (Major Area Requirements)
- Date of application to the program
- Residency status (Washtenaw County residents are given priority)

Program Admission Requirements:
Applicants must complete the following WCC courses or equivalent transfer college courses with a grade of "C+" (minimum GPA of 2.3) or better:
- MTH 167 Math Applications for Health Science or MTH 169 Intermediate Algebra
- BIO 101 Concepts of Biology or higher level college biology course
- ENG 111 English Composition
- Any course which meets the computer and information literacy requirement.
- Overall cumulative high school GPA or college GPA (if the student has completed 12 college credits or more) must be a minimum of 2.3 or better.

Admission to the Pharmacy Technology program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Pharmacy Technology program admission packet. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Pharmacy Technology program.

A criminal background check will be done on each student prior to program admission. Students will be excluded from acceptance to the program for any felony conviction record and/or any controlled substance conviction.

Continuing Eligibility Requirements:
- Program courses are sequential and complemented with appropriate support courses.
- Students must complete all first-semester courses with a grade of "C" (minimum GPA of 2.0) or better to progress to the second semester.
- Students must complete all program courses with a grade of "C" (minimum GPA of 2.0) or better in order to graduate from this program.
- Students must possess a valid high school diploma or GED by the end of the program.
- Students must be at least 18 years of age to graduate from this program.
- Students who have a felony conviction record are not allowed to continue in the program or to take the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board.

Additional requirements to be completed prior to the experience course PHT 198 include:

- Completion of a satisfactory physical examination, taken at their own expense, and documented on the WCC health form. This form contains verification of childhood immunizations, negative TB test, and evidence of Hepatitis B vaccination or a signed waiver. Students must complete any other requirements designated by the pharmacy clinical site (i.e. required annual flu vaccine).
- Students must maintain and provide proof of personal health insurance coverage.

Program Information Report

- Demonstration of proficiency in the English language prior to placement in the experience course. Please refer to the application packet for further details.

First Semester		(9 credits)
HSC 101	Healthcare Terminology*	1
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 145	Prescription Processing and Compounding	2

Second Semester		(8 credits)
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4

Major/Area Requirements		(14 credits)
BIO 101	Concepts of Biology	4
CIS 100 or	Introduction to Computer Productivity Apps	
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 167 or	Math Applications for Health Science	
MTH 169	Intermediate Algebra	3-4

Minimum Credits Required for the Program: **31**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CTPHAR**   Program Name: Pharmacy Technology   Effective Term: _Fall 2012_

Division Code: __MSH__   Department: __Allied Health__

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☒ Remove course(s): _PHT 140 & PHT 150_
☒ Add course(s): _PHT 145, CIS 100 or CIS 110_
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☒ Program admission requirements
☒ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other _____

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

1) Combined PHT 140 and PHT 150 and replaced with PHT 145.
2) Added Computer Information Literacy – a knowledge base needed to complete job.
3) Increasing GPA to 2.3 for admission requirements

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kiela M. Samuels	Kiela M. Samuels	11/1/2011
Department Chair	Connie Foster	Connie Foster	1/10/2015
Division Dean/Administrator	M. Thouar → M. Showalter	M. Showalter	1/12/12
Vice President for Instruction	Stuart Blacklaw	[signature]	3-12-12
President			

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to <u>sjohn@wccnet.edu</u> for posting on the website.

Program Information Report

School of Nursing and Health Sciences

Find your place in the growing field of health care. The School of Nursing and Health Sciences provides a variety of programs designed to prepare the student for entry-level positions in dental assisting, pharmacy technology, physical therapist assistant, radiography, nursing assistant or professional nursing. The health care foundations certificate provides a starting point for prospective nursing and health science students or provides the general education courses to move from completion of a certificate program into an associate degree program.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate and General Education requirements.

Pharmacy Technology

Work with a professional pharmacist to meet the medication and customer service needs of individuals in a variety of settings.

Pharmacy Technology (CTPHAR)

Certificate

Program Effective Term: Fall 2012

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, retail stores, and other specialty areas of pharmacy practice, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full time program and courses are required to be completed in sequence.

Articulation:
Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site:
http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Applying for Admission to the Program:
A limited number of students are admitted to the Pharmacy Technology program each year. Application packets may be downloaded from the WCC Web site. Download the Pharmacy Technology program application packet:
http://www4.wccnet.edu/departments/health/pdfs/pharmacy_technology_application_packet.pdf
Completed and signed applications must be delivered to the Health Admissions Technician at the Student Connection, located on the second floor of the Student Center Building.
Applicants will be screened based on the following criteria:

- Completion and submission of an application for admission to the Pharmacy Technology program
- Completion of all prerequisite courses (Major Area Requirements)
- Date of application to the program
- Residency status (Washtenaw County residents are given priority)

Program Admission Requirements:
Applicants must complete the following WCC courses or equivalent transfer college courses with a grade of "C+" (minimum GPA of 2.3) or better:
- MTH 167 Math Applications for Health Science or MTH 169 Intermediate Algebra
- BIO 101 Concepts of Biology or higher level college biology course
- ENG 111 English Composition
- CIS 100 Introduction to Computers and Software Applications or CIS 110 Introduction to Computer Information Systems
- Overall cumulative high school GPA or college GPA (if the student has completed 12 college credits or more) must be a minimum of 2.3 or better.

Admission to the Pharmacy Technology program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Pharmacy Technology program admission packet. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Pharmacy Technology program.

Program Information Report

A criminal background check will be done on each student prior to program admission. Students will be excluded from acceptance to the program for any felony conviction record and/or any controlled substance conviction.

Continuing Eligibility Requirements:
- Program courses are sequential and complemented with appropriate support courses.
- Students must complete all first-semester courses with a grade of "C" (minimum GPA of 2.0) or better to progress to the second semester.
- Students must complete all program courses with a grade of "C" (minimum GPA of 2.0) or better in order to graduate from this program.
- Students must possess a valid high school diploma or GED by the end of the program.
- Students must be at least 18 years of age to graduate from this program.
- Students who have a felony conviction record are not allowed to continue in the program or to take the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board.

Additional requirements to be completed prior to the experience course PHT 198 include:

 - Completion of a satisfactory physical examination, taken at their own expense, and documented on the WCC health form. This form contains verification of childhood immunizations, negative TB test, and evidence of Hepatitis B vaccination or a signed waiver. Students must complete any other requirements designated by the pharmacy clinical site (i.e. required annual flu vaccine).
 - Students must maintain and provide proof of personal health insurance coverage.
 - Demonstration of proficiency in the English language prior to placement in the experience course. Please refer to the application packet for further details.

HSC 101	Healthcare Terminology*	1
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 145	Prescription Processing and Compounding	2
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 198	Pharmacy Experience	4
BIO 101	Concepts of Biology	4
CIS 100 or	Introduction to Computers and Software Applications	
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 167 or	Math Applications for Health Science	
MTH 169	Intermediate Algebra	3-4

Minimum Credits Required for the Program: **31**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
CTPHAR   **Program Name:** Pharmacy Technology Certificate   **Effective Term:** Fall 2008

Division Code: HAT   **Department:** Allied Health, ALHD/PHT

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☒ Remove course(s): <u>CIS100/CIS110</u>
☒ Add course(s): <u>ENG 111, BIO 101, MTH 167</u> or MTH 169
☐ Program title (title was)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☒ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☒ Other <u>COMPUTER AND INFORMATION LITERACY REQUIREMENT</u>

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

Improve program completion and success rate with a higher level of academic competency for program admission. Adhere to the recommendations suggested by the American Society of Health Systems Pharmacists.

Financial/staffing/equipment/space implications:

None

List departments that have been consulted regarding their use of this program.

-Humanities and Social Sciences – Bill Abernathy, Dean
-Math, Natural and Behavioral Sciences – Martha Showalter, Dean

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Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Dina Cheiman	*Dina Cheiman RPh PharmD*	1/29/08
Department Chair	Connie Foster	*Connie Foster*	1/29/18
Division Dean/Administrator	Granville Lee	*G.P.W. Lee*	1/29/08
Vice President for Instruction	Roger Palay	*Roger M. Palay*	3/21/08
President	Larry Whitworth		

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3/27

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School of Nursing and Health Sciences
Pharmacy Technology

Pharmacy Technology (CTPHAR)

Certificate

Program Effective Term: Fall 2008

This certificate program prepares students for pharmacy technician entry-level positions in hospitals, retail stores, and other speciality areas of pharmacy practice, where they work under the supervision of a registered pharmacist. Students learn to blend a high attention to detail with patient care. This is a full time program and courses are required to be completed in sequence.

Applying for Admission to the Program:
A limited number of students are admitted to the Pharmacy Technology program each year. Application packets may be picked up from the WCC Office of Admissions. Applicants will be screened based on the following criteria:

- Completion and submission of an application for admission to the Pharmacy Technology program
- Completion of all prerequisite courses (Major Area Requirements)
- Date of application to the program
- Residency status (Washtenaw County residents are given priority)

Program Admission Requirements:
Applicants must complete the following WCC courses or equivalent transfer college courses with a grade of "C" (minimum GPA of 2.0) or better:
- MTH 167 Math Applications for Health Science or MTH 169 Intermediate Algebra
- BIO 101 Concepts of Biology or higher level college biology course
- ENG 111 English Composition
- Overall cumulative high school GPA or college GPA (if the student has completed 12 college credits or more) must be a minimum of 2.0 or better.

Admission to the Pharmacy Technology program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Pharmacy Technology program admission packet, which can be obtained from the Office of Admissions. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Pharmacy Technology program.

A criminal background check will be done on each student prior to program admission. Students will be excluded from acceptance to the program for any felony conviction record and/or any controlled substance conviction.

Continuing Eligibility Requirements:
- Program courses are sequential and complemented with appropriate support courses.
- Students must complete all first-semester courses with a grade of "C" (minimum GPA of 2.0) or better to progress to the second semester.
- Students must complete all program courses with a grade of "C" (minimum GPA of 2.0) or better in order to graduate from this program.
- Students must possess a valid high school diploma or GED by the end of the program.
- Students must be at least 18 years of age to graduate from this program.
- Students who have a felony conviction record are not allowed to continue in the program or to take the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board.

Additional requirements to be completed prior to the experience course PHT 198 include:

- Completion of a satisfactory physical examination, taken at their own expense, and documented on the WCC health form. This form contains verification of childhood immunizations, negative TB test, and evidence of Hepatitis B vaccination or a signed waiver.
- Students must maintain and provide proof of personal health insurance coverage.
- Demonstration of proficiency in the English language prior to placement in the experience course. Please refer to the application packet for further details.

First Semester   **(12 credits)**

HSC 101	Healthcare Terminology*	1
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 103	Pharmaceutical Calculations	2
PHT 140	Pharmacy Prescription Processing	2
PHT 150	Pharmacy Operations and Compounding	3

Second Semester   **(8 credits)**

PHT 101	Pharmacology for Pharmacy Technicians	4

PHT 198	Pharmacy Experience	4

Major/Area Requirements		**(11 credits)**
BIO 101	Concepts of Biology	4
ENG 111	Composition I	4
MTH 167 or	Math Applications for Health Science	
MTH 169	Intermediate Algebra	3-4

Minimum Credits Required for the Program: **31**

Notes:

*May be taken prior to admission to the Pharmacy Technology program

Computer and Information Literacy Requirement:
In addition, students must demonstrate basic computer skills and knowledge. Courses taken at other institutions, work experience, or transfer credit will not satisfy this requirement. Students can fulfill this requirement through either of the following options:
    1. Pass the Computer and Information Literacy test with a score of 70% or higher. Students can take
      the test two times. If a passing score is not attained, CIS 099 must be taken and passed with a "C"
      or better.
    or
    2. Pass, with a "C" or higher, specified courses that incorporate the Computer and Information
      Literacy objectives. These courses might be taken as part of the degree requirements for a
      particular program.
The courses include:
    a. CIS 099 Computer Literacy;
    b. CIS 100 Introduction to Software Applications;
    c. CIS 110 Introduction to Computer Information Systems.
Students should take the Computer and Information Literacy test at their earliest opportunity, preferable upon admittance to the College. The test is administered in the Testing Center. The schedule for testing can be found in the Academic Class Schedule.

WASHTENAW COMMUNITY COLLEGE
PROGRAM CHANGE FORM

Program Code: Pharmacy Technology

CTPHAR

Effective Term:

Fall 2003

Directions: Attach the current program listing from the WCC catalog and indicate any changes that you would like to make. Draw lines through anything that should be deleted and write in additions. Extensive narrative changes may be included on a separate sheet. Check the boxes below for each type of change being proposed. If you are making changes to courses or proposing new courses as part of this proposal, they must be approved separately using a Course-Syllabus Approval Form (CSAF). Courses that are being discontinued also should be submitted on CSAF forms.

1. Requested Changes:

☐ Remove _____ Course(s)
☐ Add _____ Course(s)
☐ Total Credits: Current Credits_____ After Changes _____
☐ Change Course Semester Sequencing
☐ Change Title (title was _____)
☐ Description

☐ Advisors
☐ Articulation Information
☒ Program Admission Requirements
☐ Continuing Eligibility Requirements
☐ Footnotes
☐ Other _____

Show all changes on the attached program sheet.
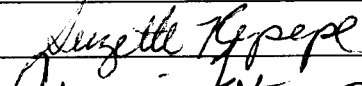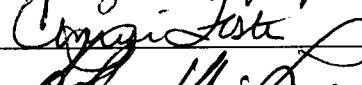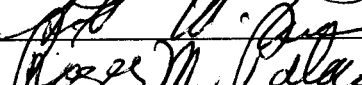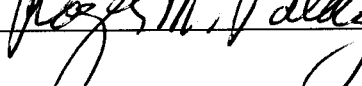
2. Rationale for Proposed Changes:
Advisory Committee recommendations.

3. Financial/Staffing/Equipment/Space Implications:

4. Has the department consulted with all departments that may be impacted?   Yes ☒   No ☐   NA ☐
Comments:

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Suzette Ripepe	*Suzette Ripepe*	3/20/03
Department Chair:	Connie Foster	*Connie Foster*	3/24/03
Division Dean:	Granville Lee		3/24/03
~~Dean~~ Vice President, Instruction			3/28/03

Curriculum and Articulation Services:
Curriculum Development\Forms\Program Forms\Program Change Form v2.3.doc 6/18/02

Access Program File_____ 4/1 _____ Log _____ 4/1 _____
Copies: Initiator, Department Chair, Dean, Curriculum Files
New Listing to: Counseling; Admissions, Student Records

Copied and Returned _____

File Name: ProgChange0302.doc

Washtenaw Community College
Office of Curriculum & Articulation Services

PROGRAM CHANGE FORM

		Effective Term:
Program Code:	**Program Name:**	**Fall 2003**
CTPHAR	**Pharmacy Technology**	

Directions: 1.) Attach the current program listing from the WCC catalog and indicate any changes that you would like to make.

2.) Draw lines through anything that should be deleted and write in additions. Extensive narrative changes may be included on a separate sheet.

3.) Check the boxes below for each type of change being proposed. If you are making changes to courses or proposing new courses as part of this proposal, they must be approved separately using a Course-Syllabus Approval Form (CSAF). Courses that are being discontinued also should be submitted on CSAF forms.

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☐ Remove _____ Course(s)
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☐ Total Credits: Current Credits _____ After Changes _____
☐ Change Course Semester Sequencing
☐ Change Title (title was _____)
☐ Description

☒ Advisors
☐ Articulation Information
☐ Program Admission Requirements
☐ Continuing Eligibility Requirements
☐ Footnotes
☐ Other _____

Show all changes on the attached program sheet.

2. Rationale for Proposed Changes:

Suzette Ripepe has submitted her resignation. Susan Travis should be listed as advisor.

3. Financial/Staffing/Equipment/Space Implications:

4. Has the department consulted with all departments that may be impacted?   Yes ☐   No ☐   NA ☒
   Comments:

**REMINDER: Please include the current program sheet with all changes listed.

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Connie Foster	*Connie Foster*	3/24/03
Department Chair:	Connie Foster	*Connie Foster*	3/24/03
Division Dean/Administrator:	Granville Lee	*[signature]*	3/24/03
Executive Vice President, Instruction		*Roger M. Palay*	3/25/03

*Please submit completed form to the Office of Curriculum and Articulation Services.

mlbCurriculum Development\Forms\Program Forms\Program Change Form v2.3.doc 6/18/02

Access Program File_____4/1_____   Log _____4/1_____   Copied and Returned _____
Copies: Initiator, Department Chair, Dean, Curriculum Files
New Listing to: Counseling, Admissions, Student Records   File Name: ProgramChangeFormv2002.doc

WASHTENAW COMMUNITY COLLEGE
PROGRAM CHANGE FORM

Program Code: Pharmacy Technology
CTPHAR

Effective Term:
Fall ~~Winter~~ 2003

Directions: Attach the current program listing from the WCC catalog and indicate any changes that you would like to make. Draw lines through anything that should be deleted and write in additions. Extensive narrative changes may be included on a separate sheet. Check the boxes below for each type of change being proposed. If you are making changes to courses or proposing new courses as part of this proposal, they must be approved separately using a Course-Syllabus Approval Form (CSAF). Courses that are being discontinued also should be submitted on CSAF forms.

1. Requested Changes:

☐ Remove _____ Course(s)
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☐ Change Course Semester Sequencing
☐ Change Title (title was _____)
☐ Description

☐ Advisors
☐ Articulation Information
☒ Program Admission Requirements
☒ Continuing Eligibility Requirements
☐ Footnotes
☐ Other _____

Show all changes on the attached program sheet.

2. Rationale for Proposed Changes:
Advisory Committee recommendations.
Accreditation standard changes.
State law changes.

3. Financial/Staffing/Equipment/Space Implications:

4. Has the department consulted with all departments that may be impacted?   Yes ☒   No ☐   NA ☐
Comments:

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Suzette Ripepe	*Suzette Ripepe*	11/27/02
Department Chair:	Connie Foster	*Connie Foster*	11/27/02
Division Dean:	Granville Lee	*Granville W. Lee*	12/02/02
Executive Vice President, Instruction Curriculum and Articulation Services:	Roger Palay	*Roger M Palay*	12/17/02

Curriculum Development\Forms\Program Forms\Program Change Form v2.3.doc 6/18/02

Access Program File 12/19/02   Log 12/19/02   Copied and Returned _____
Copies: Initiator, Department Chair, Dean, Curriculum Files
New Listing to: Counseling; Admissions, Student Records

File Name: ProgramChange03.doc

Health

Pharmacy Technology (CTPHAR)
Certificate

Program Effective Term: Fall 2003

This program prepares you for jobs in hospitals, health care agencies, and retail outlets, where you will work under the supervision of a registered pharmacist and be expected to blend a high attention to detail with customer service. The program also gives you the opportunity to explore health care as a place for future career opportunities.

Health and Applied Technologies Division
Allied Health Department

Advisor: Susan Travis

Applying for Admission to the Program:
A limited number of students are admitted to the Pharmacy Technology program each year. Application packets may be picked up from the WCC Office of Admissions. Applicants will be screened based on the following criteria:

- Completion and submission of an application for admission to the Pharmacy Technology program
- Completion of all prerequisite courses
- Date of application to the program
- Residency status (Washtenaw County residents are given priority)

Program Admission Requirements:
Applicants must be attending high school, possess a high school equivalency certificate, or be a high school graduate.

Applicants must complete the following high school courses or equivalent WCC courses with a grade of "C" or better:
- One year of high school algebra or MTH 097 or MTH 165 or minimum COMPASS Algebra score of 46 or higher level math course
- One year of high school chemistry, or CEM 057 and CEM 058 (Introductory Chemistry/Laboratory), or one year of high school biology, or BIO 101 (Concepts of Biology) or higher level chemistry/biology course

Admission to the Pharmacy Technology program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Pharmacy Technology program admission packet, which can be obtained from the Office of Admissions. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Pharmacy Technology program.

A police record check will be done on each student prior to program admission. Students will be excluded from the program for any felony conviction record and/or any controlled substance conviction.

Continuing Eligibility Requirements:
Program courses are sequential and complemented with appropriate support courses.

- Students must complete all first-semester courses with a grade of "C" or better to progress to the second semester.
- Students must complete all courses with a grade of "C" or better in order to graduate from this program.
- Students must possess a valid high school diploma or GED by the end of the program and in order to sit for the National Pharmacy Technician Certification Exam, administered by the Pharmacy Technician Certification Board.
- Students must be at least 18 years of age to graduate from this program.
- Students who have a felony conviction record are not allowed to sit for the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board.

Additional requirements to be completed prior to the experience course PHT 198 include:

- Completion of a satisfactory physical examination documented on the WCC health form. This form contains verification of childhood immunizations, negative TB test, and evidence of Hepatitis B vaccination or a signed waiver. This physical examination must be completed within three months of the start of the clinical rotation and turned in to the program director four weeks before the start of the experience rotation.
- Proof of health insurance.
- Demonstration of proficiency in the English language prior to placement in the experience course. Please refer to the application packet for further details.

First Semester   (11 Credits)

HSC 101 *	Healthcare Terminology	1
PHT 100	Introduction to Pharmacy and Health Care Systems	4
PHT 101	Pharmacology for Pharmacy Technicians	4
PHT 103	Pharmaceutical Calculations	2

Second Semester   (12 Credits)

PHT 140	Pharmacy Prescription Processing	2
PHT 150	Pharmacy Operations and Compounding	3
PHT 198	Pharmacy Experience	4
Choose:*	CIS 100 Introduction to Software Applications or	
	CIS 110 Introduction to Computer Information Systems	3

Minimum Credits Required for the Program: 23

Footnotes:
*May be taken prior to admission to the Pharmacy Technology program

(1) Program Title: __PHARMACY TECHNOLOGY__   Program Number: _____ Effective Term: __Winter '95__

(2) Change Information:

Current Program Course Requirements:		
Course Number	Course Title	Credit Hours
Current Total Credits:		

Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours
	ADD TO PROGRAM DESCRIPTION: If an applicant is not a graduate of a high school with English as the language of instruction. verbal and written English compency must be demonstrated by achieving an average score of 80% with scores of not less than 75% on all sections of an English proficiency examination administered by either the University of Michigan English Language Institute (Michigan English Language Assessment Battery, including an oral interview score of three or higher), or the Michigan State University English Language Clinic. All of the following must be included in the assessment examination: a. reading comprehension b. speaking skills c. listening skills d. the ability to write clearly, using complete sentences with correct spelling, punctuation, and word usage.	
Proposed Total Credits:		

Non-Course Program Requirements:

Non-Course Program Requirements:

(3) Rationale for Proposed Changes: **☒** A good command of the English language is required to communicate with patients and to document care. The standard stated above is used to allow foreign program graduates to qualify for U.S. licensure/certification examinations.

(4) Financial/Staffing/Resources Implications of Change

Implementation will require additional work load for the Admissions Office.

(5) Has this program change been reviewed by all affected instructional departments? yes _____ no __Will not impact other instructional departments.__

(6) Signatures

	Comments	Signature	Date
Program Change Initiator			
Department Chair(s) or Area Director(s)		*Vivian A. Murphy*	8.22.94
Dean(s)		*Phyllis [illegible]*	8-23-94
VP for Instruction/Student Services		*[illegible]*	8/23

White - VP/ISS, Pink - Student Records, Yellow - Dean, Gold - Department Chairperson

VP ISS AUG25'94

PHARMACY TECHNOLOGY

The Pharmacy Technology program combines classroom instruction with lab work and clinical experience to prepare students for technician jobs. The pharmacy technician works under the supervision of registered pharmacists in hospitals, health care agencies, and retail outlets such as drugstores.

APPLYING FOR ADMISSION TO THE PHARMACY TECHNOLOGY PROGRAM

A limited number of students are accepted into the Pharmacy Technology Program each year. Application packets may be picked up from the WCC Office of Admissions.
1. Complete and submit an application for Admission to the Pharmacy Technology program
2. Completion of all pre-entry courses
3. Date of application to the program
4. Washtenaw County residency
5. Remaining applicants will be placed on a wait list, and be issued a priority number. Admission to future programs will be based on the priority number received

PREREQUISITES TO PROGRAM ADMISSION

1. Applicants must possess a valid high school diploma or G.E.D.
2. Applicants must complete the following high school courses or equivalent WCC courses with a grade of "C" or better:
   - one year of high school algebra or MTH 097 (Introductory Algebra)
   - one year of high school chemistry or CEM 057 and 058 (Introductory Chemistry/Laboratory)
3. If an applicant is not a graduate of a high school in which English is the primary language of instruction, competency in verbal and written English must be demonstrated by achieving an average score of 80%, with scores of not less that 75% on all sections of an English proficiency examination administered by either the University of Michigan English Language Institute (Michigan English Language Assessment Battery, including an oral interview score of three or higher), or the Michigan State University English Language Clinic. All of the following must be included in the assessment examination:
   - reading comprehension
   - speaking skills
   - listening skills
   - the ability to write clearly, using complete sentences with correct spelling, punctuation, and word usage.
4. Admission to the Pharmacy Technology Program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Pharmacy Technology Program admissions packet, which can be obtained from the Admissions Office. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Pharmacy Technology program.

CRITERIA FOR CONTINUING PROGRAM ELIGIBILITY

Program courses are sequential and complemented with appropriate support courses. All courses must be completed with a grade of "C" or better in order to graduate from this program.

PHARMACY TECHNOLOGY
College Certificate Program: Code PHT

Advisor: Vivian Murphy

The Pharmacy Technology program combines classroom instruction with lab work and clinical experience to prepare students for technician jobs. The pharmacy technician works under the supervision of registered pharmacists in hospitals, health care agencies and retail outlets such as drugstores. This program has special application procedures; high school chemistry and algebra are required for admission. Contact the Admissions Office or Counseling Office for details. A limited number of students are accepted each year.

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BOS 103	Keyboarding	2
PHT 100	Introduction to Hospital and Community Pharmacy	3
PHT 103	Pharmaceutical Dosage	2
RDG 115	Medical Terminology	2
		9
Second Semester (Winter)		
CIS 100	Introduction to Computers	3
PHT 101	Drug Products and Nomenclature	2
PHT 102	Drug Distribution Systems and Procedures	3
PHT 105	Preparation of Medications	2
		10
Third Semester (Spring/Summer)		
ENG/COM	Restricted ENG/CMT Requirement (ENG 091, 100, 111, COM 101 or 102)	3-4
PHT 130	Pharmacy Seminar	1
PHT 198	Pharmacy Field Experience	8
		12-13

Total credit hours for program: 31-32