

american  
career  
college®

one change changes everything™

PT

Train For A Career As A

# Pharmacy Technician

DIPLOMA PROGRAM





We all dream of **success**.  
Our goal is to help you achieve it.

## Meet American Career College

With over 45 years of experience in healthcare training and more than 70,000 graduates, ACC is here to help you make your goals a reality.

Our classes are modeled after real-life scenarios, using the same medical tools and equipment you'll use on the job. That way, you're prepared to jump in on your very first day. We provide education focused on real-world skills and knowledge, giving our students the opportunity to change their lives for the better.

### What Is a Pharmacy Technician?

Pharmacy technicians are a pharmacist's right hand. They take care of a variety of tasks to help a pharmacy run smoothly — from dispensing medication to tracking inventory. Their day-to-day tasks can include receiving prescription requests from patients, measuring medication, and packaging or replacing pharmaceuticals.<sup>1</sup>

Pharmacy technicians can work in pharmacies in a variety of facilities, including personal care stores, hospitals, and outpatient care centers.<sup>1</sup>

### Program Overview

The **Pharmacy Technician program** covers a range of topics related to running a pharmacy: pharmacy law, basic chemistry, pharmacy procedures, and medical terminology. Additionally, you'll be able to study basic computer operations needed to maintain patient records. After completing the program, students are eligible to sit for their licensure examination to become licensed pharmacy technicians.

**Weekend option available** at the Los Angeles and Orange County campuses.

### Pharmacy Technician Skillset



#### Support Pharmacological Services

Understand how to accurately fill prescriptions, procure prescription drugs and bill third-parties.



#### Administer Prescriptive Dosage

Practice counting and measuring medication amounts for prescriptions and unit dose filling.



#### IV Preparation

Learn procedures, skills and techniques used in preparation of sterile products for both hospital and home care pharmacies.

<sup>1</sup> <https://www.labormarketinfo.edd.ca.gov/OccGuides/detail.aspx?Soccode=292052&Geography=0601000000>

# Pharmacy Technician Program

The Pharmacy Technician program is divided into six learning units called modules. The modules are designed to stand alone, so you can tackle them in any order. Once you have completed all six modules, you'll gain real-life experience through a 320-hour externship.



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## **PT-1** Clock Hours 80 | Quarter Credits 6 **Pharmacy Law\***

This module provides students with an understanding of the history of pharmacy. It explores laws that govern the field, and the legal duties and responsibilities of both the Pharmacist and Pharmacy Technician are discussed. Effective communication techniques, proper telephone etiquette, competency, and ethics are also covered. Students are introduced to various drug reference books and learn to utilize certain resources effectively. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration and side effects. Students gain familiarity with regulatory agencies and their functions including DEA, NAPB, State Boards, FDA, TJC, ASHP, and CSHP. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

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## **PT-2** Clock Hours 80 | Quarter Credits 6 **Drug Fundamentals\***

This module presents a general overview of basic chemistry skills and students learn how to use the periodic table of the elements. The atomic structure, respiratory system, chemotherapy, and the gastrointestinal system are discussed. Selected drugs are introduced. Students learn trade and generic names, pharmaceutical compounding, drug classifications, indications, dosages, routes of administration, and side effects. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

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## **PT-3** Clock Hours 80 | Quarter Credits 6 **Pharmacology\***

This module presents an introduction to basic pharmacology including the various effects of drugs and the processes involved in pharmacokinetics. The structure and function of the nervous, cardiovascular, and the urinary systems are introduced. Common pathological conditions and diseases that affect each of the systems are discussed. Selected drugs are

introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

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## **PT-4** Clock Hours 80 | Quarter Credits 6 **Drug Distribution\***

In this module, students are introduced to the language of pharmacy abbreviations. Students become adept at deciphering medication orders through daily lab exercises. They learn the mathematical conversions and dosage calculations necessary to correctly process drug orders in the hospital or inpatient pharmacy setting. The Unit Dose Drug Distribution System is introduced. Students apply hands-on procedures in cassette filling, unit dose prepackaging, and pharmaceutical compounding. Selected drugs are introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

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## **PT-5** Clock Hours 80 | Quarter Credits 6 **IV Preparation\***

This module provides students with an understanding of the procedures, skills, and techniques used in the preparation of sterile products for both hospital and home healthcare pharmacies. Students learn the calculations involved in the preparation of intravenous solutions. Students apply hands-on procedures in the preparation of sterile products using aseptic technique. Students learn how to prepare large volume solutions, intravenous piggybacks, and total parenteral nutrition. Selected drugs are introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

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## **PT-6** Clock Hours 80 | Quarter Credits 6 **Retail Pharmacy\***

This module provides students with an understanding of the procedures employed in the retail-pharmacy setting. Such procedures include filling prescriptions accurately, drug procurement procedures, and third-party billing requirements. Selected drugs are introduced. Students learn trade and generic names, drug classifications, indications, dosages, routes of administration, and side effects. Hands-on pharmacy procedures used in various settings are practiced daily in the pharmacy lab.

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## **EXT-PT** Clock Hours 320 | Quarter Credits 12 **Externship**

The externship course enables students to demonstrate and reinforce the knowledge and skills learned and practiced throughout the training program. Prior to students going on an extern site, they must complete 20 hours of work site professionalism curriculum. This content builds upon the student's ability to work well with others, finalize their resume, improve interviewing skills, and manage their time on their externship site. Externs work under the direct supervision of qualified personnel at the externship site and under the supervision of College staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. Pharmacy Technician students must complete their externship training to fulfill graduation requirements.

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**PROGRAM TOTAL:** 800 Clock Hours  
48 Quarter Credits

\*Modules delivered in a blended format, a combination of online and on-ground.

“ Coming to American Career College has been one of the proudest moments of my entire life. Wanting to be in healthcare really drove me 33 years later to become a pharmacy tech. ” - MAUREEN S., PT '22

Start Your **Change** Today



## Accreditation

ACC is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).  
ABHES: 6116 Executive Blvd. Suite 730, North Bethesda, MD 20852, (301) 291-7550 / [www.abhes.org](http://www.abhes.org).

Student Outcome Information		
<b>Accrediting Bureau of Health Education Schools (ABHES)</b> <b>Los Angeles, Orange County, Ontario:</b> <a href="https://americancareercollege.edu/legal/abhes">https://americancareercollege.edu/legal/abhes</a> <b>California Bureau for Private Postsecondary Education (BPPE)</b> <b>Los Angeles:</b> <a href="https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Los-Angeles-Campus-1.pdf">https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Los-Angeles-Campus-1.pdf</a> <b>Orange County:</b> <a href="https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Orange-County-Campus.pdf">https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Orange-County-Campus.pdf</a> <b>Ontario:</b> <a href="https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Ontario-Campus.pdf">https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Ontario-Campus.pdf</a>		
Program Costs		
<a href="https://americancareercollege.edu/catalog/current/financial-information/program-tuition-and-fees/diploma-programs-tuition">https://americancareercollege.edu/catalog/current/financial-information/program-tuition-and-fees/diploma-programs-tuition</a>		
O*Net Occupation Titles	SOC Code	Links to Occupational Profiles on O*Net
Pharmacy Technicians: Pharmacy Technician, Certified Pharmacy Technician (CPHT), IV Certified Pharmacy Technician, Pharmaceutical Care Associate	29-2052.00	<a href="http://www.onetonline.org/link/summary/29-2052.00">http://www.onetonline.org/link/summary/29-2052.00</a>
Pharmacy Aides: Pharmacy Technician, Pharmacy Clerk, Pharmacy Aide, Ancillary, Pharmacy Assistant, Certified Pharmacy Technician, Front Counter Clerk, Pharmacy Cashier, Certified Pharmacist Assistant, Pharmacy Ancillary	31-9095.00	<a href="http://www.onetonline.org/link/summary/31-9095.00">http://www.onetonline.org/link/summary/31-9095.00</a>
To obtain a list of the objective sources of information used to substantiate the salary disclosures; please refer to the California Employment Development Department website at: <a href="http://www.labormarketinfo.edd.ca.gov/occguides/Search.asp">http://www.labormarketinfo.edd.ca.gov/occguides/Search.asp</a> . ACC provides career guidance and assistance but cannot guarantee employment. Programs lengths vary by schedule and session. The opinion is the individual's sole opinion and not necessarily representative of that of the school, any instructor or any other student.		

## Location

**Los Angeles, Orange County,**  
and **Ontario** campuses

## Duration

Approximately 9 months

## Schedule

2 days a week on-campus,  
the rest online

## Enrollment Requirements

Some of the admissions requirements include:

- » Must be at least 18 or have a parent's or guardian's signature
- » Must have a high school diploma or the equivalent
- » Must take and pass entrance exams

Be sure to speak with an admissions advisor to get all the necessary information to apply for the Pharmacy Technician program.

## Instructional Equipment

Here are some of the exciting tools you will get hands-on experience with: counting trays, laminar flow hood, horizontal conical and cylindrical graduates, mortars and pestles, stirring rods, beakers, ointment slabs and spatula scale, balance, rx label, prescription vials (demo dose iv solutions), hypodermic needles, hypodermic syringes (different sizes), demo dose tablets and capsules, empty medication vials, empty prescription pill vial container, empty prescription liquid vial container, and ointment jars.

## Curious to Learn More? Let's Connect

Discover how ACC's program helps set you on the path towards a rewarding career, [connect with an advisor](#) to learn more about the Pharmacy Technician program and explore financial aid options.

**americancareercollege.edu**  
**1-888-thinkACC (844-6522)**

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