



OFFICE OF  
WORKFORCE DEVELOPMENT  
HEALTHCARE EDUCATION

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**PHARMACY TECHNICIAN PROGRAM**

**May 1, 2023 to Sept. 30, 2023**

**(If taking certification prep course, program end date is Oct. 21, 2023)**

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



## **HACC WORKFORCE DEVELOPMENT/NONCREDIT FREQUENTLY ASKED QUESTIONS**

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

You can conveniently register online with a credit or debit card. You will follow the link below for the Pharmacy Technician Program: [https://onlinewfd.hacc.edu/catalog?pagename=Pharmacy\\_Technician\\_Program](https://onlinewfd.hacc.edu/catalog?pagename=Pharmacy_Technician_Program) or copy and paste the URL into your browser.

### **Who can register for Workforce Development/Noncredit classes?**

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

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

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

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

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

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

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

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

### **Are there any discounts for residency or for senior citizens?**

No discounts are available for residency or for senior citizens.

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

No, the admission fee is only for people interested in taking Credit classes. You do not need to complete a HACC admissions application for Workforce Development/Noncredit classes. Simply register by accessing the link at the top of this page.

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

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

### **Where should I park?**

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

### **Do I need an ID card?**

Workforce Development/Noncredit students do not need, or receive, a HACC ID card if the program is under six (6) weeks long.

**What about books for Workforce Development/Noncredit classes?**

Your books will be listed on course merchant and can be purchased at the HACC bookstore or any retailer of your choice. Please be sure that you purchase any online access codes if they are required.

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

If HACC cancels a course, training, seminar, conference or trip/tour, all paid participants will receive a 100% refund of all tuition and fees. Any student who wishes to drop a course may do so by visiting or calling any of the campus Welcome Centers. These requests must be made no less than (1) day prior to the first-class meeting date to be eligible for a full refund of tuition and fees, except for any tuition or fees noted as nonrefundable.

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

**Why would a class be canceled?**

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

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

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

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

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

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

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

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

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

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

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

## Pharmacy Technician ONLINE Program Schedule

Program Cost: \$1,620 (Textbooks not included)  
(\$1,805 with Optional Certification Prep course)

114 Total Required Program Hours

Program Coordinator, Jackie Foster [jfoster@hacc.edu](mailto:jfoster@hacc.edu)

Contact (717) 221-1352 or by email [nchealth@hacc.edu](mailto:nchealth@hacc.edu) for the latest and most up-to-date information.

A Pharmacy Technician, under the direct supervision of a registered pharmacist, assists in the various activities pharmacy department not requiring the professional training of a pharmacist. This student may be required to submit Act 33 Child Abuse and/or Act 34 Pennsylvania State Police Criminal Background Checks prior to taking the national certification exam and/or obtaining employment.

### CAREER OPPORTUNITIES

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

#### Competency Profile

This curriculum is designed to prepare students to:

- Understand the compounding and dispensing of pharmaceutical preparations
- Understand the preparation of admixtures
- Participate in quality control processes
- Understand the concepts relating to IV room operations
- Identify procedures for crash cart refill operations
- Maintain drug inventory quality and levels
- Take the national certification examination administered by the Pharmacy Technician Certification Board (PTCB)

### PROGRAM REQUIREMENTS

Pharmacy Calculations	36 hours
Pharmacy Practice	30 hours
Pharmacy Science	18 hours
Clinical Pharmacy Practice	30 hours

#### Optional:

Pharmacy Technician Certification Prep Course	12 hours
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**Please Note:** The student may be required to submit Act 33 Child Abuse and/or Act 34 Pennsylvania State Police Criminal Background Checks prior to obtaining employment. The student should consider this factor before enrolling in the program as it may limit employability as a pharmacy technician.

*Tuition, schedule, and program content subject to change based upon industry requirements.  
HACC reserves the right to cancel any class due to low enrollment.*

**See next page for program information and individual course information. Textbooks can be purchased at the HACC Harrisburg bookstore, through the publisher's website directly or any online retailer of your choice.**

To register, click on this link or copy and paste it into your browser:

[https://onlinewfd.hacc.edu/catalog?pagename=Pharmacy\\_Technician\\_Program](https://onlinewfd.hacc.edu/catalog?pagename=Pharmacy_Technician_Program)

**Start date: May 1, 2023 End date: September 30, 2023 Cost: \$1,620 (Textbooks not included)**

**Pharmacy Calculations**

**36 hours // (12) 3-hour sessions**

**Cost: \$510**

**\*\*Please note that this class will be held via Zoom every Monday evening from 6pm-9pm.** This course is an introduction to basic mathematical tools used by pharmacy technicians. Topics include general mathematics, basic algebra, systems of measurement and drug calculations (equivalents, conversions, ratios, and proportions, percentages, drug dilutions, pediatric dosing). Students will also review how to calculate intravenous medication administration.

CRN	Start Date	End Date	Instructor
81393	05/01/23	06/10/23	Yeagy

**Pharmacy Practice**

**30 hours // (10) 3-hour sessions**

**Cost: \$428**

Prerequisite: Pharmacy Calculations

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

CRN	Start Date	End Date	Instructor
81394	06/19/23	07/22/23	Hetrick

**Pharmacy Science**

**18 hours // (6) 3-hour sessions**

**Cost: \$254**

Prerequisite: Pharmacy Calculations, Pharmacy Practice

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

CRN	Start Date	End Date	Instructor
90131	07/31/23	08/14/23	Hetrick

**Clinical Pharmacy Practice**

**30 hours // (10) 3-hour sessions**

**Cost: \$428**

Prerequisite: Pharmacy Calculations, Pharmacy Practice, Pharmacy Science

The concept of hospital pharmacy practice is introduced. Review the basic terminology used in various locations in a hospital environment. Students learn to provide oversight and management of hospital onsite and offsite compounding facilities to maintain and achieve adherence to all regulatory requirements for sterile and non-sterile compounding; learn preparation of sterile compounds, such as chemotherapy medications and pediatric IVs. Also covered is health system software and equipment, pharmacy management software, repackaging technology, and medication safety in hospitals.

CRN	Start Date	End Date	Instructor
90132	08/28/23	09/30/23	Yeagy

**OPTIONAL**

**Pharm Tech Certification Prep**

**12 hours // (4) 3-hour sessions**

**Cost: \$185**

Prerequisite: Pharmacy Calculations, Pharmacy Practice, Pharmacy Science, Clinical Pharmacy Practice

This course is designed to prepare the individual to take the national Pharmacy Technician Certification exam (PTCE) offered through the Pharmacy Technician Certification Board (PTCB).

CRN	Start Date	End Date	Instructor
90141	10/09/23	10/21/23	Hetrick