



City College of San Francisco
John Adams Center
1860 Hayes Street
San Francisco, CA 94117
415.561.1900

www.ccsf.edu

FOR ACCEPTANCE IN 2018 FALL SEMESTER

PHARMACY TECHNICIAN



TIME: 6:00 - 9:00 p.m. Monday, Tuesday & Wednesday

In addition, up to 20 various hours weekly clinical practice in simulated community pharmacies or healthcare institutions

The Pharmacy Technician Program is a 684 hours, two semester course (**19** unit course per semester) consisting of didactic and practical experience in a simulated community pharmacy, homecare or hospital pharmacy.

In the classroom, students will learn the role and function of pharmacy technicians. The practical experience is in a simulated retail, homecare, or hospital pharmacy. The students will perform the procedures and techniques that are assigned to pharmacy technicians.

ADMISSION REQUIREMENTS:

1. 18 years of age or older
2. An official high school transcript indicating graduated or G.E.D.
3. A 2.0 grade point average (GPA) on prior college or high school transcripts is advised.
4. An individual orientation

Upon Acceptance:

5. A physical examination and proof of immunity for specified communicable diseases

PREFERRED OR COMPLETED COURSES/EXPERIENCE/PLACEMENT:

1. Recommended **minimum** placement into:
 - a) Minimum placement in English 96 or completion of English 93 or 94 (within the last 5 years)
 - b) Completion of Math 40 or placement in Math 60 (within the last 5 years)
2. Successful completion of a course in Introduction to Computers
3. Documentation that student types 35 words per minute
4. Medical terminology knowledge
5. Anatomy 14 or equivalent knowledge of human anatomy

TUITION: (subject to change without prior notice) **FREE CITY Program** <https://www.ccsf.edu/freecity>

\$46 per unit for California residents

\$234 per unit for non-residents + \$7 per unit for capital outlay fee + \$46 per unit for enrollment fee

\$17 per semester Student Health Benefit Fee for ALL students

\$350 First semester Students must pay for their own uniform, books and supplies

FINANCIAL AID:

To receive information about financial aid, call a counselor at Phelan Campus (415) 452-5207 and request an appointment or contact, Financial Aid Counselor, Winnie Yiu, John Adams Center, 1860 Hayes Street, Room 142, (415) 267-6565.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity.

APPLICATION AND ENROLLMENT PROCEDURES ON REVERSE SIDE

ENROLLMENT PROCEDURES

All students **must apply** for admission into the Pharmacy Technician Program. Students who are new to City College of San Francisco must also submit a separate application to the college. Enrollment procedures consist of the following steps:

1. CCSF CREDIT APPLICATION
2. CCSF CREDIT PLACEMENT TEST
3. ORIENTATION AND COUNSELING
4. INDIVIDUAL ORIENTATION BY INVITATION
5. REGISTRATION

CCSF ADMISSION APPLICATION

All students who are new to City College of San Francisco must complete and file an application with the Office of Admissions and Records in person or by mail to: City College of San Francisco, 50 Phelan Ave., Room E107, San Francisco, CA 94112., or can be done also online: <https://www.ccsf.edu>

All applicants must complete an application to Pharmacy Technician Program. This application will be provided at the orientation.

CREDIT PLACEMENT TEST(S)

All students who are new to City College of San Francisco must take a placement test in English/Math or ESL/Math. You must present a photo I.D. (driver's license, passport, etc.) at the time you take the test.

For future credit placement testing dates (English, English as Second Language, and Math) go to www.ccsf.edu and type in the Search Box "Take a Placement Test". Future testing dates, times, and locations will be listed a month at a time.

You may print out your test results online at <https://www.ccsf.edu/w4> or clicking under "Student Services" tab, go to "Student Records" after your CCSF admissions application has been processed. You are encouraged to attend a CCSF orientation to have your results and class registration explained. Feel free to call 415-561-1835 to speak with a Counselor at John Adams Center.

Exemptions to the City College Placement Test(s) are as follows:

1. Interested in a class without math and/or English prerequisites.
Check "Exemption from Matriculation" box in credit application
2. Already have an associate degree or higher from a U.S. accredited school.
3. Completed a college-level math and/or English 1A equivalent course.

To apply for this waiver, take a copy of your transcript to the Ocean Campus (50 Phelan Ave.), Admissions and Records, Conlan Hall, Room 107 OR provide a copy of your unofficial transcript to the John Adams Center, Student Services, Room 143 or Ocean Campus, Matriculation Office, Conlan Hall, Room 204.

Testing Office at Ocean Campus (415) 239-3128

ORIENTATION AND COUNSELING

All applicants must attend an orientation. You must bring ONE of the following documents with you:

1. Copy of your CCSF Placement Test results or test waiver
2. Copy of your CCSF transcript
3. Copy of your college transcript or diploma indicating an award of an Associate of Arts or Associate of Science degree or higher

Orientation is held at the **John Adams Center, 1860 Hayes Street** on the following dates:

Orientation Date

Time & Room

Tuesday **April TBA, 2018** 3:00 p.m., Gym Bldg, Room 105 To be followed by general counseling

Application Deadline: Friday April TBA, 2018

Orientation lasts approximately 2 hours and 30 minutes. **Due to limited space, we cannot allow visitors or children.**

For licensing information please visit: www.pharmacy.ca.gov

Pass rates for student completing the program and sitting for the licensure examination are available in the Office of the Department Chair for Health Care Technology. Please contact this office at (415) 561-1967 to review the results.

TOP FIVE QUESTIONS REGARDING CCSF PHARM TECH PROGRAM

1) How long is the program?

2 semesters (Total of **38** units – **Begins** in Fall and **ends** in Spring Semester)

2) How much does the program cost? **FREE CITY Program** <https://www.ccsf.edu/freecity>

\$46 per unit for California residents

\$234 per unit for non-residents + \$7 per unit for capital outlay fee + \$46 per unit for enrollment fee

\$17 per semester Student Health Fee for all students

\$350 for textbooks, supplies, white lab coat, name tag, etc. which are first semester expenses.

3) Which students successfully complete the Pharm Tech Program?

Several factors are involved when it comes to successfully completing the program. Essentially, the willingness to communicate & to work with ill patients is necessary. Factors include:

- 1) participating in evening lectures & lab sessions: Mon, Tues, & Wed nights x 36 weeks
- 2) participating in practical training up to 20 hours per week, Mon - Fridays (Total = 240 hours)
- 3) proficiency in math calculations (requiring college algebra) and metric system
- 4) work experience with patients or recent problem solving experience with customers and some work experience with computers (or course completion)
- 5) completing an application to the program, attending pharmacy orientation, and completing a successful interview with the pharm tech instructors

4) Who are some of your students?

The student population is quite diverse. CCSF attracts students who are going into a second career. These students may have 10-20 years of working in hospitals, banking, insurance, and in retail or may have had 5-15 years of health care experience as a pharmacist, nurse, or doctor in a country other than U.S. In the past classes, 50% of our students have a BS in biochemistry, biology, organic chemistry, etc. or a BA degree in business or an AA. Additionally, most of our students are bilingual.

On the other hand, CCSF also attracts high school students who graduate from high schools in the Bay Area with little work experience or no work experience. Some of these students though have volunteered services in a health care facility and have gained unpaid work experience in their field of interest and have a clear focus. Those students who have good follow-through skills do well.

5) What courses would you suggest taking to prepare for Pharm Tech studies?

If no health care experience, take medical terminology course (HIT 50A) at John Adams Center and Anatomy (ANAT 14). If no computer experience, take a computer keyboard class. If typing is less than 35wpm, take keyboarding.

If you have not taken a college algebra course, take Math 60. Math 40 is an introductory algebra course; whereas, Math 60 is college level. Take the Math Placement exam at CCSF to help you determine where you are in your math skill area. If you qualify for calculus, then math should not be a concern.

A "C" in High School Algebra is a good predictor of difficulty in completing the Pharm Tech program. Also, those having no recent exposure to algebra in the last five years do poorly in the program. More than one "D or lower" grade in any science course also correlates with poor performance in the pharmacology portion of the Pharm Tech program and non-completion of the program.

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