Dear Student:

Thank you for your interest in our upcoming Spring 2010 (Saturdays: April 24-November 20, 2010) Pharmacy Technician Training Program offered in partnership with Boston Reed College. Included in this packet you will find:

- Summary flyer of the program
- Additional Fees Pharmacy Technician Students Need to Expect
- Course Outline
- Course Calendar
- Financial assistance available through SLM Financial in partnership with Boston Reed College. This is not financial aide and it is not available through the Gavilan College Financial Aid office.
- Registration Form
- Confirmation & Acknowledgement of Cancellation Policy

For additional information on this program, please go to www.bostonreedcollege.com. You may also visi our website at www.gavilance.com to register for this program. You may also contact the Community Education office at (408) 852-2801 for more information.

Thank you,

Gavilan College,
Community Education

Enclosures
**Program Summary:** As a Pharmacy Technician you will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 182-hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience. (Total: 302 Hours).

**Course Fee:** $2499 includes books, consumable supplies, externship, and course accomplishment certificate.

**Financial Assistance:** Students with a need for financial assistance may contact SLM Financial for a career training loan, the application process is easy! Submit it online at [http://www.salliemae.com/im_applying/student_loan.htm](http://www.salliemae.com/im_applying/student_loan.htm) and receive a decision within 30 seconds. For detailed instructions, go to www.gavilan.edu/ce. Or for assistance, call Boston Reed College at (800) 830-2228.

**Community Job Survey:** Starting pay $10 – 20 per hour based on area. Because of the increased pharmaceutical needs of a larger, older population, growth in this occupation will be almost as fast as the average for all others in the state.

**Certification:** Upon completion graduates will receive a certificate of accomplishment and become eligible to apply for registration as a Pharmacy Technician in the State of CA.

**Schedule:** Designed for working adults, classes held on Saturdays. Pharmacy externships coordinated by Boston Reed.

**Pre-requisites:** Minimum 18 years of age and high school completion or its equivalent prior to externship placement. Students are required to be proficient in English and math. Students are required to pass an English language and math pre-screening exam prior to final admittance into the course (Math and Language assessment test will be administered by Boston Reed College and will be done at first class meeting).

According to the US Dept. of Labor the need for Pharmacy Technicians is expected to grow by nearly 26% by 2014.

Pharmacy Technician program is a not-for-credit
Expenses Outside of Tuition for all Programs
The following expenses are the student’s responsibility and are separate of the tuition fees. Costs vary. See Student Handbook for more information and for suggestions for obtaining pre-requisites.

Required
Course Handouts:
Approximately 100 pages @ 10 cents per page = $10
Prerequisites:
Proof of computer proficiency: $0 – $50
Resume: $0 – $100
Proof of CPR for Healthcare Provider: $40 – $80
Physical exam: $0 – $100
Tuberculosis screening: $0 – $100

Recommended
Prior to being placed in some externship settings students may be asked to undergo Immunizations, Background check, or Drug testing:
Immunizations: Rubella Titer, Rubeola Titer, Mumps Titer, MMR Vaccine #1 and #2, Varicella #1 and #2, Hepatitis C Titer, Hepatitis B Vaccine: $0 – $100
Drug testing: $38
Background check: $41
At the discretion of the instructor and externship preceptor students may require:
Scrubs and/or a lab coat: $20 – $60
White closed toe work shoes: $20 – $60

Expenses Outside of Tuition Program Specific
See course Instructional Materials for more information on certifying organizations.

Clinical Medical Assistant
Nurses Watch: $10 – $20
Scientific Calculator: $10 – $20
Optional certification by examination through the National Center of Competency Testing (NCCT): $135
Optional certification by examination through the California Certifying Board for Medical Assistants (CCBMA): $115

Pharmacy Technician
Registration with the State Board of Pharmacy varies from State to State: $0 – $100
Pharmacy Technician Certification Board Examination (PTCB): $129.00

Phlebotomy
Optional certification by examination by an approved certifying organization varies: $60 – $150
Certification by the State of California as a Certified Phlebotomy Technician 1 (CPT 1) via certification by an approved certifying organization: $60 – $150

Optometric Technician
Optional certification by Certified Paraoptometric Examination (CPO) offered through the American Optometric Association (AOA): $225

Orthopedic Technician
Optional certification by examination though the National Board for Certification for Orthopaedic Technologists (NBCOT): $375
Pharmacy Technician
COURSE OUTLINE
A22 Title: Health, Science, and Medical Technology - Therapeutic Services
A22 Number: 4.4260

Goals and Purpose:
This course is designed to prepare the student for eligibility to become a Registered Pharmacy Technician in the State of California.

Outcomes and Objectives:
At the end of the course the student will be able to:

1. Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
2. Receive and screen prescription/medication orders for completeness and authenticity.
3. Prepare medications for distribution.
4. Verify measurements, preparation, and/or packaging of medications produced by other technicians.
5. Distribute medications.
6. Assist the pharmacist in administration of immunizations.
7. Assist the pharmacist in the identification of clients who desire/require counseling to optimize the use of medications, equipment, devices.
8. Initiate, verify, collect payment for and initiate billing for pharmacy services or goods.
9. Purchase pharmaceuticals, devices, and supplies according to an established plan.
10. Control the inventory of medications, equipment, and devices according to an established plan.
11. Assist the pharmacist in monitoring the practice site and/or service area for compliance with state, federal and local laws, regulations, and professional standards.
12. Maintain the pharmacy equipment and facilities.
13. Assist the pharmacist in preparing, storing, and distributing investigational medication products.
14. Assist the pharmacist in monitoring medication therapy.
15. Participate in the pharmacy department’s process for preventing medication misadventures.
16. Demonstrate skill in career and educational goal-setting, organization, note-taking, and test-taking.
17. Complete externship requirements including physical exam, TB test, CPR, basic computer proficiency.
18. Use communication strategies associated with quality customer service.
19. Draft a resume that clearly communicates one’s value to an employer.
20. Utilize networking, informational interviews and other resources to generate job interviews.
21. Orally express one’s goals, skills and personal qualities in a manner that makes one a desirable employee.
22. Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
23. Use active listening, mirroring and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
24. Describe and apply several strategies for managing stress on the job, at school, at home.
**Instructional Strategies:**

- Lecture
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Skills Demonstration
- Competency Check-off
- Role Play
- Small Group Projects
- Independent Research
- Workbook/Homework Assignments
- Textbook Assignments
- Multimedia

**Instructional Units / Hours:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Introduction</td>
<td>7</td>
</tr>
<tr>
<td>Law and Ethics</td>
<td>7</td>
</tr>
<tr>
<td>Medical/Pharmacological Terminology</td>
<td>20</td>
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<tr>
<td>Pharmacology</td>
<td>17</td>
</tr>
<tr>
<td>Practice Sites, Technology</td>
<td>10</td>
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<tr>
<td>Body Systems/Anatomy</td>
<td>17</td>
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<tr>
<td>Calculations</td>
<td>20</td>
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<tr>
<td>Receiving and Interpreting Medication Orders</td>
<td>10</td>
</tr>
<tr>
<td>Filling and Distributing Medication Orders</td>
<td>20</td>
</tr>
<tr>
<td>Compounding</td>
<td>7</td>
</tr>
<tr>
<td>Over the Counter Medications</td>
<td>3</td>
</tr>
<tr>
<td>Purchasing, Inventory and Reimbursement</td>
<td>10</td>
</tr>
<tr>
<td>Study Skills</td>
<td>2</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>12</td>
</tr>
<tr>
<td>Technician Issues</td>
<td>10</td>
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<tr>
<td><strong>Professionalism and the Workplace</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Job Search: Resume and Interviewing</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>182</strong></td>
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</tbody>
</table>

**Methods of Evaluation:** Quizzes
- Workbook Assignments
- Competency Check-off
- Midterm Exam
- Final Exam
- Pharmacy Externship

**Conditions for Repetition:**
If the student does not achieve at least 80 percent in the course he or she should repeat the course until that objective has been achieved.
Pharmacy Technician - PT100424GilroyCACC-S

Gavilan College - Community Education

5055 Santa Teresa Blvd
Gilroy, CA 95020

Classroom: HU102

Start Date: April 24, 2010
End Date: November 20, 2010

Days of the Week: Saturday
Time: 9:00 AM - 4:30 PM

Special Instructions

Classes DO NOT meet:
- May 29, 2010 - Memorial Day Weekend
- July 3, 2010 - Independence Day Weekend
- August 14, 2010 - Annual Faculty Workshop
- September 4, 2010 - Labor Day Weekend

Dates in bold indicate days class meets
Strikethrough indicates class doesn't meet on that day
Financial Assistance for Students of College Partner Programs

Financial Assistance is available through Sallie Mae and its “Smart Option Student Loan.” Submit an on-line loan application and receive a decision in as little as 30 seconds! Benefits include fast approval, flexible repayment terms, auto debit, and interest rates and fees that reward good credit.

Smart Option Student Loan

Applying with a creditworthy cosigner, such as a parent, other relative, or friend have many benefits:

- Greater chance of approval
- Possibility of lower interest rate
- Chance to establish a credit history

Things to Consider

- Do you need additional funding?
- Sallie Mae loans are only good for 120 days (4 months) from the date you are approved. Borrower’s class will need to start during this 120 day period. If loan expires borrower will need to reapply.
- Are you applying with a cosigner?

Students* and cosigners:
To start your application, please have the following information available:
1. Social Security Numbers
2. Monthly income and expense information
3. Personal references

Do you have other student loans? If so, please have that information on hand as well.

*Students who are foreign citizens must be attending a U.S. postsecondary school and must apply with a creditworthy cosigner who is either a U.S. citizen or eligible permanent resident. Applicable documentation of residency is required.

Instructions for Applying

Go to http://www.salliemae.com/im_applying/student_loan.htm

Select Sallie Mae Smart Option Student Loan
Click ‘Apply now’

School Section:

Question: Please select the state where you plan to attend school
Answer: CALIFORNIA (this is the only option even if you are attending in another state)

Question: Please select the school you plan to attend
Answer: BOSTON REED COLLEGE – 606650-00

Web Site Terms of Use:
Read completely and click ‘I accept’ to accept the terms of using the site for the application process.

Tell Us About Yourself: You will be asked to provide the following information
- Name
Would you like to receive communications electronically? Yes/No (i.e. via email) for your Student Loan Account

I am interested in receiving information about other education loan products offered by the Sallie Mae family of companies. Yes/No

Electronic Communication Disclosure Information ad Consent:
Read it thoroughly and select how you would like to receive your account information.

- I have read, understand and accept the disclosure information, have the required hardware and software, and agree to receive my account information via email and online communications and disclosures.
- No, thanks. I would prefer to receive information regarding my Sallie Mae student loan account via the U.S. Postal Service
- Not Answered.

Eligibility: You will be asked to provide the following information
- Social Security Number
- Date of Birth
- Citizenship (U.S. Citizen, Non-Citizen Permanent Resident or Foreign Citizen)
- Currently Seeking Degree or Certificate

Enrollment Information: You will be asked to provide the following information
- Anticipated Graduation Date — I year from the end date of course
- Enrollment Period—indicate season and year of course start i.e. Fall 2010
- Apply with a Cosigner- Applicants can apply with a cosigner, cosigner will be required to provide
  - Social Security Numbers
  - Monthly income and expense information
  - Personal references
- Course of Study- indicate Other for Pharmacy Technician, Clinical Medical Assistant, Orthopedic Technician, Optometric Technician, the Allied Health Medical Admin- for Medical Biller, Administrative Medical Assistant;
- Grade Level- answer: Certificate/Continuing Ed
- Enrollment Status- half time/full time

*Contact BRC to determine the expected end date, and then select a date one year from BRC’s expected course end date.

Review Loan Application and Solicitation Disclosure
Read it thoroughly and confirm your review of disclosure

Borrower Information: You will be asked to provide the following information
- First name
- Middle Initial
- Last name
- E-mail address
- Have you ever defaulted on a loan? if so, Sallie Mae will not approve
- Permanent Address- if you have less than one year residency at current address, you will be required to provide a prior address
- Length at address
- Phone numbers

Loan Information: You will be asked to provide the following information
Total amount requested — borrowers can apply for funding for other education related expenses but amount should not exceed more than 60% above the course fee amount.
Example: John’s course fee is $2695 x 60% = $1617 $2695 + $1617 = $4312.00

***You should not request more than $4312.00 or your loan may be denied***

Applicants may estimate additional funds needed to complete their training program. Additional costs that are not included in course fees include uniforms, work shoes, CPR for the Healthcare Provider, Physical Exam and TB test. Other costs to anticipate which you may want to consider borrowing for include transportation and childcare. Consider carefully the amount of funding you are requesting to borrow, as if you exceed the limit, (60% of course fees, typically); you will be automatically denied. However, if you do need funds for additional costs that are not included in the program, you should request those funds at the time of your application.

**Limits** - Up to 60% of course fees, whether the loan is applied for by a solo applicant or an applicant with a co-borrower.

Disbursement – If you are approved for additional funds in excess of course fees, Sallie Mae will send funds directly to Boston Reed College.

**Employment and Financial Information:** You will be asked to provide the following information

- Employment Status
- Occupation
- Present Employer Name
- Work Phone Number
- Time at Present Employer
- Borrower’s Source of Income
- Borrower’s Gross Income from Primary Source
- Source of Additional Income
- Additional Income
- Total Household Income
- Ownership of Accounts - you will be asked to provide account types that you hold and balances, i.e. savings, checking, etc.
- Residence Type
- Monthly Mortgage/ Rent Amount

Click ‘Submit Credit’

You will get one of the following replies within 30 seconds:

- Approved
- Denied
- Pending Review

**Once You Have Completed the Online Application for Sallie Mae Smart Options Loan**

You will then receive an email with information about the above status of your application. If you do not receive an email within 2 days or have questions about your application contact Sallie Mae at 888-272-5543. To expedite your application process, be prepared to provide printed copies of official documents proving your identity if requested at a later date, (i.e. a *legible copy of driver’s license, social security card, etc.) Additional documents such as a recent pay stub, utility bill or further documentation may be required by Sallie Mae to complete your loan application process.

If you have questions regarding the status of your loan status or approval you should first contact Sallie Mae at 888-272-5543. Sallie Mae will be able to give you the most current information on your loan status and paperwork. Only the borrower can obtain the status of a loan application. If you still have questions after speaking with Sallie Mae you should contact Boston Reed College at 800-830-2228. Select ‘0’ to speak to a live, customer service operator who can answer questions, check on status of funds that may have been received on your behalf, or refer you to the next step accordingly.

Once approved for the loan you will receive confirmation number from Sallie Mae. At this time please provide your college with the confirmation number assigned by Sallie Mae.

1. **When will I receive the money for my student loan?**
   Sallie Mae will send the funds directly to Boston Reed College on the date requested, (disbursement date you indicate on your loan application.) Disbursement dates are requested on the application, students should indicate the first day of class as the disbursement date. To view more information regarding the dates and amounts for your loan, from the Main Menu, select the Check Loan Status link, and then click on the View Details button on the ‘Your Loans at a Glance’ page to display the
Application/Loan Details page. The disbursement information for the specified loan is listed at the bottom of the page. Confirm that the disbursement date is the first day of the course you are enrolling in.

2. **How do I add a cosigner to my private student loan?**
   If your cosigner has already begun the application process via the phone or online process, they will need to log in or register to create a new account. They will then select the Complete/Cosign a Loan option to complete the application process. The cosigner should use the following URL to begin the process: [https://opennet.salliemae.com/cosigner](https://opennet.salliemae.com/cosigner)

   If you will be asking a new cosigner to begin the application process, log in to OpenNet and select the View Cosigner Options from the Main Menu. This option will only display if you have a private loan application in process that is eligible for a cosigner. On the ‘Your Cosigner-Eligible Loans’ page, you will select the appropriate button next to the loan: ‘Add a Cosigner’ if you haven't yet provided cosigner information; or ‘Get Confirmation Number/PIN,’ if you previously supplied cosigner information. Follow the directions provided to you on the page that appears after selecting the desired option.

   Most Private Student Loans require the borrower to be a U.S. citizen or a non-citizen permanent resident or a foreign resident borrowing with a creditworthy cosigner. In all cases, a cosigner must be a U.S. citizen or non-citizen permanent resident. Citizenship documentation requirements may apply and, if applicable, will need to be provided during the application process.

3. **When do I need to repay my student loan?**
   Loan repayment may vary by loan program. Carefully read your Promissory Note and Approval and Final Disclosures (or Truth In Lending Disclosure Statement and Repayment Schedule) provided for private student loans so that you understand the loan's repayment terms.

**IMPORTANT INFORMATION -PLEASE READ CAREFULLY**

YOUR PROMPT RESPONSE IS REQUESTED

Re: Sallie Mae Smart Options Student Loan Approval

Dear Student:

Congratulations! You have been approved for the ‘Smart Options Student Loan’ you applied for through Sallie Mae.

You next steps are to contact Boston Reed College and let us know your complete contact information including full name, mailing address, email address, phone number and what course date, time and city you wish to enroll in. Then contact your college and provide your confirmation code with your registration.

Boston Reed College will notify your school/college of your enrollment and approved funding through Sallie Mae. If you have applied for funding in addition to the course costs, those funds will be sent directly to you by Boston Reed College, once we receive your funds.

If you have any questions or concerns regarding your loan or application status, please contact SALLIE MAE directly at 888-2-SALLIE, or log in to Sallie Mae’s OpenNet with your login and password that Sallie Mae provided you with. To find out if your funding has been received by Boston Reed College please call 800-830-2228.

If you have any questions, please contact Boston Reed College directly by phone. At Boston Reed College, we are committed to your success as a student.

Good luck to you in your career training. We wish you success in your future career!
Thank You!
# Registration Form

**Community Education Classes, Winter/Spring 2010**

(408) 852-2801

Name ____________________________________________

Address ____________________________________________

City ____________________________ State ______ Zip ________

Day Phone: (_____ ) _______________ Evening Phone: (_____ ) _______________

E-Mail Address ____________________________________________

Birth Year: ___________ May we send you e-mail announcements?  [ ] Yes [ ] No

Where did you hear about us?
[ ] Mail at home  [ ] Word of mouth  [ ] Brochure at the library
[ ] Newspaper  [ ] Brochure at Work  [ ] Flyer
[ ] Other __________________

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## Release & Medical Consent Form

Attention Important Information for Parents: This form must be returned with your class registration form if you are under 18 years of age. (Includes CFI registration)

I grant approval for my child ____________________________ to participate in youth classes and release Community Education and any instructors and assistants from any liability arising from his/her participation in said classes. I understand that Community Education does not provide health or medical insurance for participants. Consent is hereby given to the Community Education instructors or supervisors to give or seek medical aid required in the case of emergency. Students must be able to follow directions independently or in a group. If a student is disruptive to the learning process, I understand that he or she may be dropped from his/her class without refund. Students under 13 years of age must be dropped off at the classroom door and picked up promptly from the classroom doors as they will not be supervised before class starts or after class ends. My child’s photograph and name may appear in print ads or college’s publications for Gavilan College Community Education while engaged in campus activities and classes. I understand that each youth class is designed for a specific grade level. I certify that I have enrolled my child in the appropriate grade level.

Parent/Guardian Signature: ____________________________ Date: _______________

Parent’s Name (print): ____________________________ Phone: (_____ ) ____________

Emergency contact: ____________________________ Phone: (_____ ) ____________

Relation to student: ____________________________

Either you or your emergency contact must be reachable at their phone number during class hours.

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<thead>
<tr>
<th>Start Date/Time</th>
<th>Title of Course</th>
<th>Fee</th>
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</tbody>
</table>

(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)

| TOTAL |

**Payment Options:**

[ ] Cash (exact change)  [ ] Check  [ ] Money Order  [ ] Credit Card

Make checks payable to: Gavilan College

Check #: ____________________________

Name on Check ____________________________

($20 charge for all returned checks)

---

Card # ___________ - ___________ - ___________ - ___________

Cardholder Name ____________________________

Authorized Signature ____________________________

---

Send registration form to: Community Education - Gavilan College

5055 Santa Teresa Blvd. • Gilroy, CA 95020

http://gavilan.augusoft.net

**Cancellation Policy:**

Notify us in writing at least 3 full business days before the first class. You’ll receive a credit voucher, good for 2 years, for the amount. Some classes require earlier cancellation. See course for more info.
Community Education
5055 Santa Teresa Blvd.
Gilroy, CA  95020
Phone: (408) 852-2801    Fax: (408) 852-2805
www.gavilance.com

Confirmation & Acknowledgement of Cancellation Policy,
Pharmacy Technician Training Program, April 24-November 20, 2010

Up to April 16, 2010
Community Education office must receive your request for cancellation in writing via fax, email or by mail
(mail must be received by deadline; postmarks not accepted) by Friday, February 26, 2010, 5pm. You will
receive your money back minus a $200 cancellation fee.

April 17 – May 3, 2010
Community Education office must receive your request for cancellation in writing via fax, email or by mail
(mail must be received by deadline; postmarks not accepted) by Monday, March 15, 2010, 5pm. You will
receive your money back minus a $500 cancellation fee.

STUDENT ACTION REQUIRED:
To complete your registration, you must print, sign & date the cancellation policy from your student
confirmation form. Form due to Community Education office within 3 business days of registration. This is
an intensive program and we make no guarantee of completion or passage.

No exceptions to cancellation policy.

______________________________
Student Name (Print)

________________________________    _________________________________
Student Signature     Date