

In as little as four months—or take longer if you wish—you can be ready to start your new career as a Pharmacy Technician. You get everything you need to complete your training, including step-by-step illustrated lessons that prepare you for this rewarding, in-demand career. *Here's a preview of what you will learn.*

INSTRUCTION PACK I

Welcome to the World of Pharmacy

This lesson explores a day in the life of a pharmacy and its staff. You'll learn areas where pharmacy practice is expanding, as well as upcoming opportunities for pharmacy technicians. You'll also review the professional requirements to be a pharmacy technician.

The Role of the Pharmacy Technician

Step into the shoes of an actual pharmacy technician and become familiar with the roles and duties you will encounter in your new career. You'll also explore communication skills needed to be successful.

The Language of Pharmacy

This lesson describes how to use pharmacy terms in your new career. Learn about root words, prefixes and suffixes and how to derive word parts from medical terms. You'll also study abbreviations used in prescriptions and medical orders. The Quick-Learn System of medical terminology will help you.

Pharmacy Communication: Medical Orders and Prescriptions

Here you'll learn to evaluate the written communications you will handle on a daily basis and also explore ways to detect fraudulent prescriptions and orders.

Drug Information Sources

This lesson introduces drug reference resources. You'll learn which questions you can address and which questions should be referred to the pharmacist.

Introduction to the Human Body

This lesson describes the ten basic human anatomy systems and how these systems interact in a stable, healthy human. You will have a strong foundation from which to begin studying drugs.

Pharmacy Operations

You'll go behind the scenes to explore the lifeblood of a pharmacy—purchasing and inventory control. You'll learn about maintaining product quality, disposing of expired products and management opportunities.

Also Included in Pack I

- You Can Do It! CD • Quick-Learn System
- *The History of Pharmacy* • *Develop a Professional Medical Phone Personality* • USCI Stickie Notes and Pen
- *Business Math Tutor Part 1*

INSTRUCTION PACK II

Understanding Dosage Forms

Discover medication dosage forms and the physiological routes they follow once administered. This lesson reviews tablets, capsules, solutions, suspensions, suppositories and sprays, plus measuring equipment.

Drug Actions and Interactions

Drug actions and interactions are discussed here. You'll explore the body's ability to interact with different drugs at one time and gain insight into monitoring and responding when negative results occur.

Negative Reactions: Medication Errors and Poisons

This important lesson discusses medication errors and how the pharmacy staff addresses them. You'll also study toxic substances and available antidotes.

The Young and the Old

You'll learn about the special medication requirements of pediatric, neonatal and geriatric patients and your role in ensuring accurate drug dosages. Plus you'll explore calculations for proper dosage.

Computers and Pharmacology

Computers have revolutionized the pharmacy industry. Discover computer programs that help control inventory and expedite customer service.



Total convenience! Your lessons, equipment...everything is delivered right to your doorstep. What could be easier?

Financial Management and Insurance

Gain insight into the fundamentals of financial transactions, including health insurance reimbursement. In addition, explore the financial issues in the industry, as well as how to process patient health insurance.

Also Included in Pack II

- *Business Math Tutor Parts II and III*
- *Professional Development #1 - Creating a Professional Image* • *Computer Buyer's and User's Guide* • *Ergonomics: Creating a Healthy Working Environment*
- Daily Planner

INSTRUCTION PACK III

Introduction to Pharmacy Math and Measurement Systems

Review the basic math skills necessary to be a pharmacy technician. You'll also get an overview of systems of measurement (metric, household and apothecary).

Antimicrobial Agents

Here you'll explore the types of pathogens that can enter and infect the human body, as well as the medicinal agents available to fight those pathogens. You'll learn the specific drugs used, as well as the battery of HIV antiviral agents currently in use.

Antineoplastic Agents

You will learn the three types of treatment used to treat cancer—their actions, interactions and side effects. You will also explore the toxicity of specific drugs.

Respiratory and Allergy Drugs

Many types of respiratory and allergy drugs are available to U.S. consumers. This lesson will teach you about the most common types of drugs in this category—their therapeutic uses, actions and side effects.

Pharmacy Law and Ethics

A pharmacy career involves responsibility and trust. You'll learn what laws govern your position, what federal standards affect pharmacy technicians and what regulatory agencies oversee drugs and institutions.

Central Nervous System Drugs

This lesson identifies the three classes of drugs that affect the nervous system and the therapeutic uses of each. You will learn about neuroses, psychoses and different types of depression. You'll also learn about antidepressants, anti-anxiety drugs and others.

Also Included in Pack III

- *Drugs of Abuse* • *Professional Development #2 - Managing Stress, Time and Money*
- Calculator

INSTRUCTION PACK IV

Cardiovascular and Pulmonary Agents

Here you will explore the seven basic types of cardiovascular disorders. This lesson describes these disorders, as well as the classes of drugs used to treat them.

Digestive System Drugs

Here you will discover the six basic categories of digestive complaints. You'll study each ailment along with the therapeutic agents used to treat them.

Nutrition and Vitamins

Nutrients and vitamins have an effect on the body and must be taken into consideration when discussing drug interactions. You'll discover how nutrients are classified and how they affect bodily functions.

Muscle Relaxants and Analgesics

As the U.S. population ages, muscle relaxants and other pain relievers have become more common in the daily wellness regimen. Pharmacy technicians must be familiar with these muscle relaxants, analgesics, antipyretics and anti-inflammatory agents. You will study these concepts in this lesson.

Immunological Agents

You will explore the vaccines that have been developed to combat disease—their names, indications and contraindications, side effects and how they work with the body's immune system to fight pathogens.

Also Included in Pack IV

- *Professional Development #3 - Career Advancement*
- ResumeMaker® Software

INSTRUCTION PACK V

Reproductive and Endocrine Systems

Discover drugs that affect the body's hormones. You'll explore names, therapeutic actions, interactions and side effects of medicinal agents affecting the glands of the reproductive and endocrine systems.

Pharmacy Math Calculations

Pharmacy techs calculate drug dosages using four different methods. You will learn each of these methods to calculate dosages for liquid, tablet, capsule, parenteral and other forms of medications.

Compounding

Learn how to compound, or create, medications from chemical components. This lesson discusses safety guidelines for compounding and handling hazardous drugs, as well as record-keeping when compounding.

Practicum

The course practicum combines all the skills used by pharmacy technicians. The practicum walks students through a real-world pharmacy environment where they will illustrate the three areas of competence—assisting the pharmacist in serving patients, maintaining medication and inventory control systems and knowledge of general pharmacy operations.

Also Included in Pack V

- *Pharmacy Technician Career Starter Kit*
- Mortar and Pestle

SPECIAL BONUS:

As a paid-in-full graduate, you'll receive a valuable graduation gift...



- *The Annual Quick Look Drug Book, an indispensable quick reference guide providing details on more than 1500 medications—including dosage, brand names, use and dosage forms.*

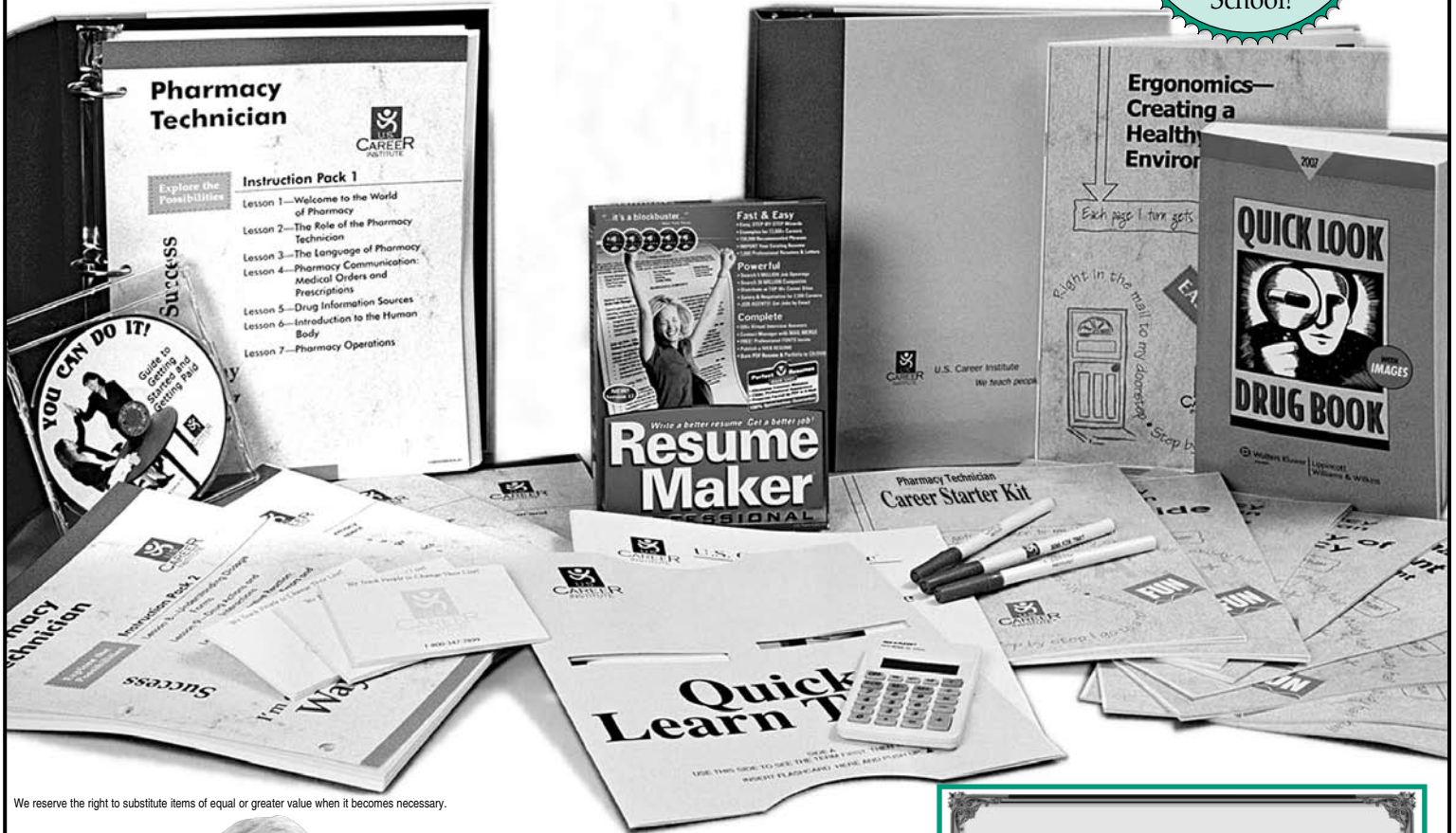


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When we began offering career training over 25 years ago, we wanted to place special emphasis on making it easy for people to make a good income in secure career fields.

We've trained thousands of people to start making a good living working in a career they love. We know we can do the same for have our word on that!

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