

## Retail Pharmacy Technician with Customer Service Representative Program

Program Duration: 6 months

Course Sequence	Lessons	Suggested Study Schedule
Microsoft Excel		Week 1
Microsoft Outlook		Week 2
Microsoft Word		Week 3
Office Procedures Level 1		Week 4
Business Verbal Communication		Week 5
Customer Service		Week 6
Pharmacy Technician		
	Lesson 1: The Pharmacy Technician	Week 7-8
	Lesson 2: Governance of Controlled Substances	Week 9-10
	Lesson 3: Related Laws and Regulations	Week 11-12
	Lesson 4: Classification of Drugs	Week 13-14
	Lesson 5: Frequently Prescribed medications	Week 15-16
	Lesson 6: Characteristics of a Prescription	Week 17-18
	Lesson 7: Preparing and Dispensing Prescriptions	Week 19-20
	Lesson 8: Pharmaceutical Calculations	Week 21-22
	Lesson 9: Aseptic Techniques, Unit Dose, and Repackaging	Week 23-24
	Lesson 10: Pharmaceutical Calculations Revisited	Week 25-26

- The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
- Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
- We recommend students to follow the course sequence in the order listed above.