A. COURSE DESCRIPTION
This course provides the student with the study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

B. COURSE OBJECTIVE:
By the end of this course the student will be able to: Understand pharmaceutical/medical terms, abbreviations, and symbols commonly used in sterile product compounding Demonstrate procedures and techniques relating to aseptic compounding and parenteral admixture operations, perform the calculations required for the usual dosage determinations and solution preparations.

C. TEXTBOOK INFORMATION
Two books are required - Johnston, Mike (2010), Sterile Products and Aseptic Techniques, 2nd edition, Pearson Johnston, Mike (2006), Compounding, Pearson These textbooks can be purchased at the ACC bookstore, which is open Monday through Thursday from 8:00-5:00. Bookstore hours can vary during holidays so please call the bookstore at 281-756-3681 for more information. The textbook can also be purchased online and mailed directly to your residence from: http://www.alvinccstore.com.

D. COMMUNICATING WITH YOUR INSTRUCTOR
The preferred method of communicating with your instructor is through the ACC email. I will normally respond within 24 hours Monday-Thursday and by the next business day on Friday-Sunday.

E. CLASS ATTENDANCE POLICY
Online Attendance: Students are expected to logon to their online course using MyBlackboard and interact with the instructor at least once during the first 5 days of class. Students are then required to interact with faculty and students within the MyBlackboard course management system at regular intervals during the term of the course. Any student who fails to interact with the instructor, or course materials in MyBlackboard during any two-week period of the term may be subject to administrative withdrawal from the course by the administration.
Lab/In-person Attendance: Regular attendance in class is expected, as you do get graded for attendance. If an absence is unavoidable, the student is expected to inform the professor before class, if possible; an e-mail will suffice. All work missed is expected to be completed. For students seeking IV/Compounding Certification, please note: NPTA requires 20 hours of documented hands-on training for each certification, for a total of 40 hours, so attendance is mandatory.

F. COURSE SCHEDULE
The course schedule will be distributed during the first week of class.

G. DISCLAIMER
The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using the ACC e-mail or MyBlackboard e-mail or announcements.
H. **LATE COURSE WORK POLICY**
Late work will not be accepted.

I. **EXAM POLICY**
Two exams will be given during this course. All exams are 90 minutes in length and will only be given during the allotted time. Each exam is multiple choice.

J. **GRADING SUMMARY**

<table>
<thead>
<tr>
<th>Percent</th>
<th>Total Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>89-80%</td>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>79-70%</td>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>69-60%</td>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 60%</td>
<td>&lt;600</td>
<td>F</td>
</tr>
</tbody>
</table>

Your grade is based on the points you received on all course assignments and activities. Always notify your instructor if you are concerned with your grades or your status in the class.

I........Incomplete. No Incompletes or “I” grades will be given except for extreme circumstances. If an “I” grade is assigned and the course work is not completed by the pre-arranged time limit, this grade will convert to an “F”.

W........Withdrawal. It is recommended that the student talk to the instructor before withdrawing. Current course withdrawal information can be found in the printed version of the ACC Schedule for this semester or online at [ACC Course Withdrawal Instructions](#). Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W.

K. **CLASSROOM PROTOCOL**
It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing campus and classroom conduct. This information is published in the ACC Student Handbook [http://www.alvincollege.edu/resources/pdfs/student_handbook.pdf](http://www.alvincollege.edu/resources/pdfs/student_handbook.pdf)

L. **ACC ACADEMIC SUCCESS AND SUPPORT SERVICES:**

**Americans with Disabilities Act**
ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, A 136, (281)756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

**Behavioral Intervention Team (BIT) – Letting someone know**
The Behavioral Intervention Team (BIT) at Alvin Community College is committed to improving community safety. College faculty, staff, students and community members may communicate safety concerns to the BIT team by email, bitcore@alvincollege.edu or through an electronic reporting option located on the [BIT page](#) of the college website.

The ACC Library is an excellent source for research and writing help. Quiet rooms are available for studying and doing class work. For more information, visit the [ACC Library Website](http://www.alvincollege.edu/resources/pdfs/student_handbook.pdf) or call 281-756-3559.

The ACC Tutoring/Learning Lab, located upstairs in building A, provides students with a variety of services including tutoring (math, writing, and other disciplines); computers and printers; a testing facility; and tables/carrels. Call 281-756-3566 or visit the [ACC Tutoring/Learning Lab Website](#) for more information.
**MyBlackboard**
Support for MyBlackboard can be obtained by completing the [ONLINE SUPPORT FORM](#).

**WEBACCESS, Passwords or ACC Computer Lab Information** - [Help Desk Website](#) or contact the IT Dept. Help Desk at 281-756-3544.

**M. CODE OF ACADEMIC INTEGRITY AND HONESTY**
Alvin Community College students are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.