



# HEALTHCARE PROGRAMS

*\*\*All classes will be held at Sun Lakes Center unless indicated otherwise*

### PHARMACY TECHNICIAN CERTIFICATION

\$915.00

This comprehensive course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam.



#### Summer 2011

Course: # 18129 (Pecos Campus)  
June 1 - August 3  
MW 8:00 a.m. - 12:00 p.m.

#### Fall 2011

Course: # 22655 (Pecos Campus)  
September 8 - December 1  
TR 6:00 p.m. - 9:00 p.m.

Course: # 18128 (Pecos Campus)  
June 2 - August 23  
TR 6:00 p.m. - 9:00 p.m.

Course: # 22656  
September 14 - November 14  
MW 8:00 a.m. - 12:00 p.m.

Course: # 19911  
June 6 - August 8  
MW 8:00 a.m. - 12:00 p.m.

Course: # 22657 (Pecos Campus)  
September 19 - December 12  
MW 6:00 p.m. - 9:00 p.m.

### DIALYSIS TECHNICIAN PROGRAM

\$915.00

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program.



#### Summer 2011

Course: # 19902  
June 7 - August 16  
TR 8:00 a.m. to 11:00 a.m.

#### Fall 2011

Course: # 38661  
September 13 - November 22  
TR 8:00 a.m. to 11:00 a.m.

### PHYSICAL THERAPY AIDE PROGRAM

\$915.00

This comprehensive Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. Note: This program does not include a national or state certification as part of its overall objectives.



#### Spring 2011

Course: # 59252  
March 8 - May 3  
TR 1:00 p.m. to 4:30 p.m.

#### Summer 2011

Course: # 19905  
July 12 - August 30  
TR 1:00 p.m. to 4:30 p.m.

### MEDICAL ADMINISTRATIVE TECHNOLOGIST

\$1799.00

This course provides the fundamental knowledge and skills required by technical professionals to support physician adoption of Health IT. The course provides a wide-ranging examination of healthcare technologies, tools and methods used in managing patient information; including capture, retrieval, and use of patient data in making medical decisions; networking and information exchange, structure and terminology in health care and public health settings, Electronic Health Record; use and standards in Healthcare technologies, concepts of quality improvement, administrative operations and the culture of the healthcare industry today. This program meets the necessary requirements of a leading national certification examination.



#### Spring 2011

Course: # 59254  
April 14 - July 27  
MW 6:00 p.m. to 9:00 p.m.

#### Fall 2011

Course: # 38663  
August 29 - December 21  
MW 6:00 p.m. to 9:00 p.m.

### ELECTRONIC HEALTH RECORD MANAGEMENT

\$1999.00

This Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient's medical history, surgeries, allergies to medicines, and recent doctor's visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An electronic health record (EHR) includes computerized lifelong healthcare data from a variety sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database.



#### Spring 2011

Course: # 59255  
February 14 - June 15  
MW 6:00 p.m. to 9:00 p.m.

#### Fall 2011

Course: # 38662  
August 1 - November 21  
MW 6:00 p.m. to 9:00 p.m.

### PHYSICIANS MEDICAL OFFICE ASSISTANT

\$915.00

This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that they can gain the necessary skills required to either obtain an administrative medical assistant position. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam. (tuition includes tuition, books, and materials).



#### Spring 2011

Course: # 59253  
March 8 - May 10  
TR 6:00 p.m. to 9:00 p.m.

#### Summer 2011

Course: # 19904  
July 19 - September 13  
TR 6:00 p.m. to 9:00 p.m.





CHANDLER-GILBERT COMMUNITY COLLEGE  
To Register: 480.857.5500

## Courses are offered at these locations:

### Pecos Campus

2626 E. Pecos Road  
Chandler, AZ 85225

### Pharmacy Technician Certification Program

### Sun Lakes Center

25105 S. Alma School Road  
Sun Lakes, AZ 85248

Pharmacy Technician Certification Program  
Dialysis Technician Program  
Physical Therapy Aide Program  
Medical Administrative Technologist  
Electronic Health Record Management  
Physicians Medical Office Assistant

### Maricopa Workforce Connections

735 N. Gilbert Road  
Gilbert, AZ 85234

### Pharmacy Technician Certification Program



### Financial Assistance

AARP Foundation  
WorkSearch  
Maria Ramirez-Trillo  
Phoenix, Arizona  
602.841.0403

Maricopa Workforce Connections  
Workforce Investment Act Grant  
735 N. Gilbert Road  
Gilbert, Arizona  
480.497.0350

The Rotary Vocational Fund of Arizona (TRVFA)  
[www.trvfa.org](http://www.trvfa.org)

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To register call:  
**480.857.5500**

For a complete schedule, visit:  
[www.cgc.edu/workforce](http://www.cgc.edu/workforce)

CHANDLER-GILBERT  
COMMUNITY COLLEGE



2626 E. Pecos Road | Chandler, AZ 85225

One College,  
Three Locations:

PECOS CAMPUS  
480.732.7000

WILLIAMS CAMPUS  
480.988.8000

SUN LAKES CENTER  
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CHANDLER-GILBERT COMMUNITY COLLEGE  
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