



# Creating futures...

## ALLIED HEALTH CARE PROGRAMS

### Medical Assistant

#### Certificate of Proficiency

This program prepares you for an entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and clinical duties in a medical office. Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty.

**Total Minimum Certificate Requirements: 30 to 34 credits**



### Medical Transcription

#### Certificate of Proficiency

This program prepares you for an entry-level position as a Medical Transcriptionist. Emphasis is on the transcription of a wide variety of medical communications from machine dictation and an introduction to the terminology encountered in various medical specialties. A review of the language skills of punctuation, spelling, editing, proofreading, and vocabulary is stressed.

**Total Minimum Certificate Requirements: 16 to 20 credits**

### Nursing Assistant

#### Certificate of Proficiency

This program prepares you for an entry-level position as a nursing assistant. Emphasis is on basic patient care skills, based on the knowledge of universal precautions, asepsis, basic human needs, body mechanics, treatments and procedures, patient admission, transfer, discharge, and eldercare.

**Total Minimum Certificate Requirements: 18 credits**



### Patient Care Technician

#### Certificate of Proficiency

This program will prepare you for an entry-level position as a patient care technician. Emphasis is on technical skills necessary to perform personal care to complex patients, implementation of selected portions of care plan including respiratory services, rehabilitation services, EKG, and phlebotomy under the supervision of registered nurses.

**Total Minimum Certificate Requirements: 22 credits**

### Pharmacy Technician

#### Certificate of Proficiency

This program prepares you for an entry-level position into the healthcare professions as a pharmacy technician. Students will be trained in the technical aspects of handling medications and work primarily with the drug product. On successful completion of this certificate program, you will be eligible to take the National Certification test and become a certified pharmacy technician (CPhT).

**Total Minimum Certificate Requirements: 25 credits**



For more information on these programs, contact GCC at 928-475-5981.

**GILA COMMUNITY COLLEGE**

*Come grow with us*

San Carlos Campus  
Tonto Street & Mesa Drive  
P.O. Box 152  
San Carlos, Arizona 85550

Phone: 928-475-5981  
Fax: 928-475-5983  
Internet: [www.gilacc.org](http://www.gilacc.org)

