



**GILA
COMMUNITY
COLLEGE**

Medical Transcription

Certificate of Proficiency
30705



Three Convenient Campuses

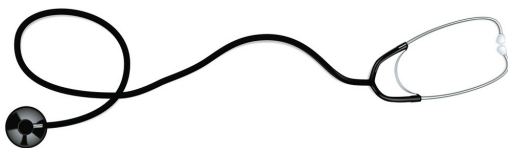
**Gila Pueblo Campus
Globe
928-425-8481**

**Payson Campus
Payson
928-468-8039**

**San Carlos Campus
San Carlos
928-475-5981**

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.



Curriculum Requirements

Health Care Education Core Requirements

HCE100	Basic Health Care Concepts & Skills	<u>OR</u>
NUR100	Nursing Assistant	4 or 8 credits
HCE101	Basic Life Support	2 credits
HCE112	Medical Terminology	2 credits
HCE114	Math for Medications	2 credits

Total Health Care Education Core

Requirements: 10 to 14 credits

AIS237	Word Processing Applications	<u>OR</u>
AIS238	Advanced Office Applications	3 credits
HCE225	Medical Transcription	<u>OR</u>
AIS225	Medical Transcription	3 credits

Total Minimum Certificate Requirements:

16 to 20 credits

To obtain this certificate, you must complete each required course with a grade of "C" or better and meet other requirements outlined in the Academic Catalog.