



**Medical Transcription  
Certificate of Proficiency  
2013-2014**

Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
ADMS1213	Medical Transcription			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I Prerequisite or Co-requisite: MEDL 1003 Medical Terminology	3 hours
ADMS2413	Introduction to Word Processing			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I or CA1903 Computer Concepts or have working knowledge of Office Software Application.	3 hours
MEDL1003	Medical Terminology				3 hours
CA1903	Introduction to Computer Concepts			Prerequisite: Student must be able to key 25 words per minute with less than 5 errors. All Computer Concepts students will be tested on the first day of class to determine words per minute. If the student cannot key 25 wpm with less than 5 errors, it is recommended that the student enroll in ADMS 1513 Keyboarding I.	3 hours
MEDL1033	Foundations of Human Anatomy & Physiology OR				
ZOOL2004 & 2414	Human A & P I & II with labs			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above or Asset reading score of 44 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher. ZOOL 2414 Prerequisite: ZOOL 2004 Human Anatomy and Physiology I & Lab.	3 hours or 8 hours

This program is ineligible for financial aid.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions. Website <http://acts.adhe.edu>

### Prior Learning Assessment

For more information concerning Prior Learning Assessment (PLA) contact the Registrar's office (870) 248-4015

### Refunds

#### Tuition Refund

Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made within one year of the occurrence of the credit or no refund will be made.

#### Refund for Credit Courses- Fall or Spring Semester

Before semester begins .....100%  
Second week of semester .....70%  
Third week of semester .....50%

#### Refund for Credit Courses - Summer Session

Before semester begins .....100%  
Fourth day of class .....50%  
Fifth day of class .....0%

#### Refund for Intersession and Accelerated Classes

Before classes begin .....100%  
Second day of class .....0%

#### Refund for Short Duration Classes (1 to 7 days)

Before classes begin .....100%  
Start of class .....0%

#### Refund for Non-Credit Courses

Before first class meeting .....100%  
After first class meeting .....0%

#### Bookstore Refunds

Bookstore refunds will be made only during the first two weeks of the Fall and Spring semesters; the first two days of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are allowed during the first week of the Fall and Spring semesters; the first day of Intersession; and the first two days of the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are subject to the following conditions:

#### New Books

- Book has defect from publisher
- Book is still in same condition as it came from publisher; e.g. shrink-wrap plastic intact

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- Book has not been written/marked in and spine is not broken

#### Used Books

- Purchased for the wrong class

## SERVICES FOR THE DISABLED

Black River Technical College's coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities

should be addressed to the coordinator, Shana Akers, BRTC Student Services, P.O. Box 468, Pocahontas, Arkansas, 72455, 870-248-4000 ext. 4014.

## CALENDAR

### Fall Semester 2013

Faculty report back .....	August 12 (M)
Registration.....	through August 14(W)
Orientation for Fall (first-time and transfer students).....	August 15-16 (R-F)
Classes begin .....	August 19 (M)
Last Day to Add a Classes(es) .....	August 21 (W)
Labor Day Holiday .....	September 2 (M)
Mid-Term Exams.....	October 7-12 (M-S)
Intent to Graduate Form Due .....	October 14 (M)
Fall Break for Students (faculty workdays).....	October 14-15 (M-T)
Spring Registration for (returning students).....	November 4-Jan 8 (M-W)
Campus Connect Opens.....	November 4 (M)
Thanksgiving Holiday.....	November 28-29 (R-F)
Administration offices open (W) Campus Closed (R-F)	
Spring Registration (first-time and transfer students).....	November 11- Jan 8 (M-W)
Last Day to Drop a Class(es) .....	October 18 (F)
Finals .....	December 4-10 (W-T)
Graduation .....	December 12 (R)
Offices closed for Holidays .....	December 23 – January 1

### Spring Semester 2014

Orientation for Spring (first-time and transfer students) .....	January 9 – 10 (R-F)
Faculty report back .....	January 2 (R)
Registration.....	through January 8 (W)
Classes begin .....	January 11 (S)
Last Day to Add a Class(es) .....	January 15 (W)
Martin Luther King Day .....	January 20 (M)
Mid-Term Exams.....	March 1-7 (S-F)
Intent to Graduate Form Due .....	March 10 (M)
Spring Break.....	March 24-28 (M-F)
Registration Summer I, Summer II, and Fall for(returning students) Campus Connect Opens..	April 7 (M)
Intersession/Summer I/Summer II Registration for(first-time & transfer students) .....	April 14 (M)
Last Day to Drop a Class(es) .....	March 14 (F)
Finals.....	April 30 - May 6 (W-T)
Graduation .....	May 8 (R)

### Intersession 2014

Orientation for Intersession (first-time and transfer students) .....	May 1 (R)
Registration.....	through May 7 (W)
Last Day to Add or Drop a Class(es) .....	May 12 (M)
Classes begin (M-R 8:00am – 2:30pm) .....	May 12 (M)
Final Exam.....	May 22 (R)

## Summer I 2014

Registration (first-time & transfer students) .....	May 19 (M)
Orientation for Summer I (first-time and transfer students) .....	May 22 (R)
Memorial Day (Campus Closed) .....	May 26 (M)
Classes begin (M-R) .....	May 27 (T)
Last Day to Add a Class(es) .....	May 27 (T)
Last Day to Drop a Class(es) .....	June 12 (R)
Final Exams .....	June 26 (R)

## Summer II 2014

Registration (first-time & transfer students) .....	June 16 (M)
Orientation for Summer II (first-time and transfer students) .....	June 26 (R)
Classes begin .....	July 1 (T)
Last Day to Add a Class(es) .....	July 1 (T)
Offices closed for Holiday .....	July 3-4 (R-F)
Fall Registration (first-time & transfer students) .....	July 14 - August 13 (M-W)
Last Day to Drop a Class(es) .....	July 17 (R)
Final Exams .....	July 31 (R)