



Medical Transcription – 2017-2018

Certificate of Proficiency

- 15-20 credit hours

Possible Prerequisites			Semester	Hours	Grade
READ	0033	Reading		N/C	
ENG	0023	Writing Fundamentals OR ALP		N/C	
MATH	0013	Pre-Algebra		N/C	
MATH	0023	Introductory Algebra		N/C	
MATH	0033	Intermediate Algebra		N/C	
COLL	1001	College Success Strategies		N/C	

First Year – First Semester

ADMS	1513	Keyboarding for Professionals I		3	
ADMS	1213	Medical Transcription (fall – Pocahontas / spring – Paragould)		3	
ADMS	2413	Word/Information Processing		3	
MEDL	1003	Medical Terminology		3	
MEDL	1003	Foundations of Human Anatomy & Physiology OR		3 or 8	
~ZOO	2004	Human A&P I with lab &			
~ZOO	2414	Human A&P II with lab			

Student Signature Date

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>

ACTS Transfer Courses

Courses notated in the degree plan with the “~” symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website link can be reached at <http://acts.adhe.edu/studenttransfer.aspx>.

Prior Learning Assessment

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