



**Medical Transcription
Certificate of Proficiency
2014-2015**

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 & ~ZOOL2414	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 &	3 hours or 8 hours

				Lab.	
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This program is ineligible for financial aid.

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