



MEDICAL ASSISTING/TRANSCRIPTION CERTIFICATES
Certificate of Proficiency: Medical Transcription (15 Credits)
Technical Certificate: Medical Assisting (39 Credits)

GRADE	DEVELOPMENTAL COURSES	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	CP: MEDICAL TRANSCRIPTION – 15 Credits	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	MAS1153 Medical Office Management	3
	MED1453 Medical Terminology	3
	MAS1703 Medical Transcription	3
Total Medical Transcription		15

GRADE	TC: MEDICAL ASSISTING – 39 Credits	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	MAS1143 Intro to Medical Assisting	3
	MED1453 Medical Terminology	3
	MED1803 Basic Anatomy & Physiology	3
	MAS1104 Medical Laboratory I	4
	MAS1206 Medical Laboratory II	6
	MAS1153 Medical Office Management	3
	MAS1503 Medical Legal/Ethical Practices	3
	MAS1703 Medical Transcription	3
	MAS2055 Co-Op Internship	5
Total Medical Assisting		39

PROGRAM INFORMATION: There is a special application for this program. Students will be entered into a full-time or part-time cohort group to ensure completion of program. The Medical Transcription program teaches students how to transcribe patient histories and physicals, physicians' notes and other medical documents.

Students in the Medical Assisting program must maintain an average of 76% in all MED coursework. Those who fail to maintain a 76% average will be required to repeat the course with a 76% or better to be eligible for graduation.

GRADING SCALE FOR MEDICAL ASSISTING PROGRAM: 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F

CAREER OPTIONS: Graduates of the Medical Transcription program may work in a medical office, hospital or lab or out of their own homes as a private contractor. This certificate gives graduates the knowledge, skills, and practice to begin a successful career as a medical transcriptionist.

According to the U.S. Department of Labor, about 62% of medical assistants work in offices of physicians and various medical facilities. Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006-2016 decade. Medical assistants typically perform a variety of job functions that otherwise might have been filled by a number of different employees. Medical assistants can function as both hands-on medical support as well as office administration.

TRANSFER OPTIONS:

- Arkansas Tech University (ATU) to complete a Bachelor of Science in Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit <https://acts.adhe.edu/studenttransfer.aspx> to inquire about transferability of courses to any Arkansas college or university.