



**MEDICAL CLERK
Certificate Program**

Career Curriculum 00BUS0017 Certificate Program Minimum Hrs. 17 Major Code: 1.2 510716K
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FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I ¹	3	—
BUS 135 Office Language Skills	3	—
BUS 215 Medical Terminology I	<u>3</u>	—
	9	

SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	—
BUS 236 Records Management	1	—
BUS 270 Medical Office Procedures	3	—
CIS 101 Introduction to Computers OR	<u>3</u>	—
CIS 207 Computer Applications	8	—

¹ Proficiency exam is available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

The Medical Clerk Certificate Program (00BUS0017) is an ICCB approved extension of the Medical Administrative Assistant AAS Degree (00BUS0012).

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2008

Career Opportunities: Positions as a medical office receptionist, medical file clerk, hospital clerk, medical records clerk, intake clerk, and those formerly known as ward clerks.