



**MEDICAL CLERK
Certificate Program**

Career Curriculum
Certificate Program
Minimum Hrs. 17
Major Code: 1.2 510716K

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.

*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