



John A. Logan College

Certificate Toward a Degree in Medical Clerk

Career Curriculum 00BUS0017
Minimum Hours: 16
Major Code: 1.2 510716K
Effective Date: Fall 2016

FALL SEMESTER

Dept.	No.		Hrs.	Grade
BUS	116	Keyboarding ¹	3	_____
BUS	135	Office Language Skills	3	_____
HIT	217	Medical Terminology	<u>3</u>	_____
			9	

SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	236	Records Management	1	_____
BUS	270	Medical Office Procedures	3	_____
CIS	101	Introduction to Computers OR CIS 207 Computer Applications	<u>3</u>	_____
			7	

NOTES AND INFORMATION

Spring Only Courses:

BUS 270

¹ Proficiency exam is available for BUS 116 (requiring a production test as well as 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 Education Department for information.

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

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program. [Gainful Employment Worksheet—Medical Clerk Certificate Program \(00BUS0017\)](#).

You can also access this information by typing the following URL into your browser's address bar:

http://www.jalc.edu/gainful_employment/medical_clerk/Gedt.html

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.

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.