



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 <sup>1</sup> | 3        | _____ |
| BUS   | 135 | Office Language Skills   | 3        | _____ |
| HIT   | 217 | Medical Terminology      | <u>3</u> | _____ |
|       |     |                          | 9        |       |

## NOTES AND INFORMATION

### Spring Only Courses:

BUS 270

<sup>1</sup> 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.

## SPRING SEMESTER

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

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](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.*