



**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I <sup>1</sup>	3	___
BUS 135 Office Language Skills	3	___
HIT 217 Medical Terminology	3	___
	9	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 236 Records Management	1	___
BUS 270 Medical Office Procedures	3	___
CIS 101 Introduction to Computers OR CIS 207 Computer Applications	3	___
	7	___

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.

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)

*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 2016**

**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.