

**Certificate**  
in  
**Medical Clerk**

Career Curriculum: 00BUS 0017  
Minimum Hours: 18  
Major Code: 1.2 510716  
Effective Date: Fall 2024

**FALL SEMESTER**

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

**NOTES AND INFORMATION**

**Spring Only Courses:**

OFT 270  
OFT 280

<sup>1</sup> Proficiency exam is available for OFT 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
OFT	280	Computer Applications for the Medical Office	3	_____
OFT	270	Medical Office Procedures	3	_____
OFT	207	Computer Applications for Business	<u>3</u>	_____
			9	

**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 timelines of this document.