



Certificate in Medical Clerk

Career Curriculum: 00BUS 0017
Minimum Hours: 18
Major Code: 1.2 510716
Effective Date: Fall 2022

FALL SEMESTER

Dept.	No.		Hrs.	Grade
BUS	116	Keyboarding ¹	3	_____
BUS	135	Office Language Skills	3	_____
HIT	217	Medical Terminology	$\frac{3}{9}$	_____

NOTES AND INFORMATION

Spring Only Courses:

BUS 270
BUS 280

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.

SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	280	Computer Applications for the Medical Office	3	_____
BUS	270	Medical Office Procedures	3	_____
CIS	207	Computer Applications for Business	$\frac{3}{9}$	_____

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.