



Healthcare Unit Clerk Associate Certificate Program Fast-Track Study Program Matrix

Course Number	Course Title	Credits
WINTER TERM		
OFFC 1001	Anatomy and Terminology 1	3.0
CLRK 1005	Pharmacology	3.0
CLRK 1001	Hospital Practice Systems 1	1.5
OFFC 1055	Electronic Medical Records (EMR)	3.0
OFFC 1007	Medical Billing Practices	3.0
CLRK 2001	Hospital Practice Systems 2	1.5
SPRING TERM		
OFFC 2001	Anatomy and Terminology 2	3.0
BSYS 1001	Business Information Systems 1 – Microsoft 365 for Windows	3.0
CLRK 1015	Healthcare Communication	3.0
CLRK 1010	Transcription	3.0
CLRK 2500	Healthcare Unit Clerk Practicum	3.0

Total credits: 30.0