

## Hospital Unit Nursing Clerk - Durham College Certificate

### Program of Study 2023/2024

- Students starting in the 2023/2024 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies prior to the 2023/2024 academic year, please contact Professional and Part-time Learning at 905-721-3052 or [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) to obtain your Program of Study.
- You will have a maximum of 15 semesters (5 years) from the start date of your first course to complete this certificate.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

### Required Courses (suggested sequence of study)

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Medical Terminology Level 1	Online	NURS 1584	N/A	N/A	
Medical Conditions for Medical Office Staff	Online	MEDO 1080	N/A	N/A	
Pharmacology for Medical Office Professionals	Online	MEDO 1085	N/A	N/A	
Understanding Medical Tests for Medical Office Staff	Online	MEDO 1083	N/A	N/A	
Understanding Surgical Procedures for Medical Office	Online	MEDO 1082	N/A	N/A	
Working and Communicating in a Medical Setting	Online	MEDO 1081	N/A	N/A	
Medical Keyboarding	Online	NURS 2584	NURS 1584	N/A	

### Plus two of the following courses (choose 2)

Health Records Management	Online	OFFC 1580	N/A	N/A	
Medical Office Procedures	Online	MEDO 1084	N/A	N/A	
Medical Billing 1	Online	PROG 3282	NURS 1584	N/A	
Medical Terminology Level 2 (Pronunciation)	Online	NURS 2585	NURS 1584	N/A	

\*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study