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**ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
DECEMBER 7, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

RESOLUTION

**APPLICATION FOR NEW PROGRAM
MEDICAL ADMINISTRATIVE ASSISTANT
SHORT-TERM BASIC CERTIFICATE (B.C.)
MALCOLM X COLLEGE**

WHEREAS, new educational programs require approval of the Board of Trustees of Community College District No. 508 and the Illinois Community College Board (ICCB);

WHEREAS, an application for approval of an existing program, Medical Administrative Assistant, short-term basic certificate at Malcolm X College, has been received and appropriately reviewed for submission; and

WHEREAS, the Medical Administrative Assistant certificate program prepares students to function effectively in many administrative and clerical positions in the health care industry. Topics covered include maintaining medical records, greeting patients, billing and clerical duties, scheduling appointments, arranging for admission to the hospital, laboratory services, and checking supplies;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Community College District No. 508, hereby approves the submission of this program for permanent approval by the Illinois Community College Board.

December 7, 2012 – Office of Academic Affairs