

## Medical Office Reception

Certificate of Accomplishment

### Requirements 2011-2012

Courses may be subject to prerequisites and minimum grade requirements.

Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course	Course Title	Credits
BTS 104	Keyboarding Review & Speed Building.....	1
BTS 144	Personal Information Manager.....	3
BTS 161	Business Software Essentials.....	5
HPRO 100	Introduction to Healthcare.....	5
HPRO 105	Training for Healthcare Workers.....	2
HPRO 120	Medical Terminology.....	3
HPRO 125	Introduction to Human Systems.....	5
HPRO 130	Human Relations in Healthcare Settings.....	4
HPRO 131	Medical Law and Ethics.....	2
HPRO 135	Medical Reception Skills and Procedures.....	3
<b>GRAND TOTAL</b>	.....	<b>33</b>

**Program Contact Info:** [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) *Health Professions*

Use Degree Audit to track your progress toward completion of this certificate at: [bellevuecollege.edu/da/](http://bellevuecollege.edu/da/)

Please refer to [bellevuecollege.edu/programs/degrees/certificates/](http://bellevuecollege.edu/programs/degrees/certificates/) for latest certificate updates and further information.

**All coursework applied to this certificate must be approved by program chair.  
Submit completed form to Enrollment Services when applying for graduation.**

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

<b>Program Requirements</b> Courses may be subject to minimum grade requirements and prerequisites			<b>Approved Substitution/Transfer Credit</b>			Grade	Qtr	Yr
Course	Course Title	Cr	School	Course	Cr			
BTS 104	Keyboarding Review & Speed Building	1						
BTS 144	Personal Information Manager	3						
BTS 161	Business Software Essentials	5						
HPRO 100	Introduction to Healthcare	5						
HPRO 105	Training for Healthcare Workers	2						
HPRO 120	Medical Terminology	3						
HPRO 125	Introduction to Human Systems	5						
HPRO 130	Human Relations in Healthcare Settings	4						
HPRO 131	Medical Law and Ethics	2						
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<b>TOTAL:</b>		<b>33</b>						

Exceptions to degree or certificate requirements and graduation information: <http://bellevuecollege.edu/enrollment/graduation/>

**Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.**

Program Chair: \_\_\_\_\_

Date: \_\_\_\_\_