

### 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 134	Basic Pharmacology for Healthcare Professionals.....	2
HPRO 135	Medical Reception Skills and Procedures.....	3
HPRO 174	Health Unit Coordinator I.....	5
HPRO 175	Health Unit Coordinator II.....	5
HPRO 176	Health Unit Coordinator Externship.....	5
<b>GRAND TOTAL</b>	.....	<b>50</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/degreeaudit](http://bellevuecollege.edu/degreeaudit)

Please refer to [bellevuecollege.edu/programs/degrees/](http://bellevuecollege.edu/programs/degrees/) 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.**

**Related Instruction for BC Certificate of Achievement:** Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environment awareness.

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

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

<b>Program Requirements</b> Courses may be subject to minimum grade requirements and prerequisites			<b>Approved Substitution/Transfer Credit</b>					
Course	Course Title	Cr	School	Course	Cr	Grade	Qtr	Yr
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 134	Basic Pharmacology for Healthcare Professionals	2						
HPRO 135	Medical Reception Skills and Procedures	3						
HPRO 174	Health Unit Coordinator I	5						
HPRO 175	Health Unit Coordinator II	5						
HPRO 176	Health Unit Coordinator Externship	5						
<b>TOTAL:</b>		<b>50</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: \_\_\_\_\_