



**BUSINESS TECHNOLOGY PROGRAM
BT LEGAL RECEPTIONIST
BT MEDICAL RECEPTIONIST
CERTIFICATES**

F551
Revised 10/13/17

NAME: _____

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**BT LEGAL RECEPTIONIST
CERTIFICATE**

**BT MEDICAL RECEPTIONIST
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Course Number	Title	Credits	Grades	Course Number	Title	Credits	Grades
BT 102	Intermediate Keyboarding ▲ ❖	5	_____	BT 101	Beginning Keyboarding	5	_____
BT 131	Office Reference Procedures I	5	_____	BT 131	Office Reference Procedures 1	5	_____
BT 250	Legal Office Technology	5	_____	AH 119	Medical Terminology	5	_____
TOTAL CREDITS		15		TOTAL CREDITS		15	

Notes: Degrees and certificates are awarded upon completion of required courses with a minimum GPA of 2.0 or higher.

Prerequisites:

▲ BT 101 Beginning Keyboarding is a prerequisite for BT 102; students must either take the prerequisite or be able to demonstrate a proficient keyboarding/formatting skill upon entering BT 102.

❖ BT 103 is required for students who do not meet the keyboarding competency (45 wpm/5 min/4 or fewer errors) in BT 102. Students may take the class twice. If the competency is still not met after taking the class twice, students will be eligible for a Certificate in General Office instead of the Associate of Applied Science Degree.

PLANNING GUIDE							
MEDICAL		OR					
Fall		Winter		Spring		Summer	

LEGAL							
Fall		Winter					

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