



**WORKSHEET**

**Business Technology Legal Receptionist Certificate – F577A  
Business Technology Medical Receptionist Certificate – F565A**

15 Credits Each  
Revised 12/28/21

**Student Name** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

<b>BT Legal Receptionist Certificate</b>			<b>Grade</b>
BT 102*	Intermediate Keyboarding*	5	_____
BT 131	Office Reference Procedures I	5	_____
BT 250	Legal Office Technology	5	_____

<b>BT Medical Receptionist Certificate</b>			<b>Grade</b>
BT 101	Beginning Keyboarding	5	_____
BT 131	Office Reference Procedures I	5	_____
AH 119	Medical Terminology	5	_____

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

- \* 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 (40 wpm/5 min./4 or few 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**

**YEAR ONE**

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

**YEAR TWO**

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

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