



**WORKSHEET**

**Business Technology Legal Receptionist Certificate – 577A  
Business Technology Medical Receptionist Certificate – 565A**

15 Credits Each  
Revised 10/17/22

**Student Name**

**BT Legal Receptionist Certificate**

		<b>Grade</b>
BT 102*	Intermediate Keyboarding	5
BT 131	Office Reference Procedures I <sup>F/Sp</sup>	5
BT 250	Legal Office Technology <sup>W</sup>	5

**Student ID#**

**BT Medical Receptionist Certificate**

		<b>Grade</b>
BT 101	Beginning Keyboarding	5
BT 131	Office Reference Procedures I <sup>F/Sp</sup>	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. Some courses are offered each quarter; some are offered less frequently, as indicated by the superscripts. Check the YVC Catalog or the BT Program for information on individual courses.

\* 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.

**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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The contents and/or printing of this publication were developed with funds from the Carl D. Perkins Act.