



Medical Office Reception

Certificate of Completion

Requirements 2008-2009

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses.

Course Number	Course Title	Credits
BTS 144	Personal Information Manager.....	3
BTS 161	Computer & Software Fundamentals.....	5
HPRO 100	Introduction to Health Care.....	2
HPRO 105	Training for Health Care Workers.....	2
HPRO 120	Medical Terminology.....	3
HPRO 130	Human Relations in Health Care Settings.....	4
GRAND TOTAL	19

Program Chair: Sandy Wyrick swyrick@bcc.ctc.edu 425-564-5603

Use Degree Audit to track your progress toward completion of this certificate at: www.bellevuecollege.edu/da/
Please refer to <http://www.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.



Medical Office Reception
Certificate of Completion

COMPLETION WORKSHEET 2008-2009

Student Name: _____

SID: _____

Program Requirements			Approved Substitution/Transfer Credit						
Courses may be subject to minimum grade requirements and prerequisites									
Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade	Gen Ed Met Yes/No
BTS 144	Personal Information Manager	3							
BTS 161	Computer & Software Fundamentals	5							
HPRO 100	Introduction to Health Care	2							
HPRO 105	Training for Health Care Workers	2							
HPRO 120	Medical Terminology	3							
HPRO 130	Human Relations in Health Care Settings	4							
TOTAL:		19							

This form must be fully completed, signed and submitted to Enrollment Services when applying for graduation.

Student Signature: _____ Program Chair Signature: _____ Date: _____

Credit Evaluation and Graduation

Students who plan to apply credits from other institutions to this certificate should meet with the Program Chair of the program for approval. Official transcript from prior institution(s) must be submitted to Enrollment Services in the school's sealed envelope when applying for graduation. Certificate course substitutions or transferred-in credits must be indicated in the certificate advising/completion worksheet by the Program Chair. A copy of the certificate advising/completion worksheet **signed by the Program Chair** must be submitted along with the graduation application. Student must submit an application and completed certificate advising/completion worksheet for each certificate by the last day of the quarter you plan to graduate.

Questions? <http://www.bellevuecollege.edu/enrollment/graduation/faqs/#section2>

Date Updated: 1/30/08