

NAME \_\_\_\_\_

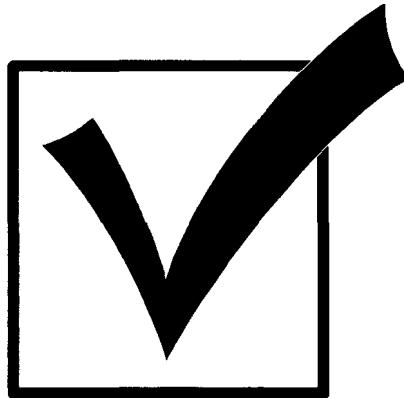
LBCC GRADUATION WORKSHEET 2005-2006 I.D. NO. \_\_\_\_\_

CERTIFICATE

Medical Transcriptionist One-Year

C1 5213

INSTRUCTIONS: Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on the checklist to receive this certificate. The college catalog and your advisor are two resources you can turn to if you need help. When you are nearing completion, meet with your advisor and have him or her sign this form. You should apply for graduation one term prior to the term you and your advisor determine you will have met the requirements for completion. **When you apply for graduation you must attach this form to your application. Your application is incomplete without this form signed by your advisor.**



\_\_\_\_\_  
Degree Evaluator

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Credit Toward This Degree

Total Cr. \_\_\_\_\_

LBCC Cr. \_\_\_\_\_

GPA \_\_\_\_\_

Approved

Denied

C15213 BC

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

PROGRAM REQUIREMENTS LISTED ON REVERSE SIDE

**Advisor Instructions:** This is the student's official record of their progress. The student must present this form to the Admissions Office when they apply for graduation. Please address each requirement by checking off completed courses, indicating which courses the student plans to take, and clearly documenting substitutions or waivers.

**PROGRAM REQUIREMENTS ARE APPROVED BY THE DEPARTMENT ADVISOR**

		Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
CIS 1250	Introduction to Windows .....	1 q			
MO5.414	Drug Names & Classifications .....	3 q			
M05.630	Medical Terminology & Body Systems I .....	3 q			
MO5.631	Medical Terminology & Body Systems II .....	3 q			
M05.632	Medical Terminology & Body Systems III .....	3 q			
OA2.500C	Business Orientation: Medical .....	1 q			
OA2.505	Voice Recognition .....	2 q			
OA2.515C	Electronic Calculator .....	1 q			
OA2.527	Applied Document Processing .....	3 q			
OA2.529	Applied Medical Transcription .....	5 q			
OA2.588	Editing Skills for Info Processing .....	3 q			
OA2.616	Job Success Skills .....	1 q			
OA2.656M	Medical Information Processing .....	3 q			
OA2.670	Medical Office Procedures .....	4 q			
OA2.671	Medical Law and Ethics .....	2 q			
OA 122	Formatting .....	2 q			
OA 123A	Typing Skillbuilding .....	2 q			
OA 123B	Advanced Typing Skillbuilding .....	2 q			
OA 124	Typing: Speed & Accuracy Development .....	3 q			
OA 202	Word Processing for Business: MS Word .....	3 q			

CHANGES MUST ALSO BE APPROVED BY  
DIVISION DIRECTOR OR DEAN

Admissions & Records will perform a final evaluation to ensure all courses have been completed with appropriate grades before this certificate is awarded to the student. Requirements such as general education, total credits and grade point average must be approved by the Registrar.

**DEPARTMENT ADVISOR**

Program requirements/proposed substitutions and waivers meet with my approval. Reasons for any changes are indicated and initialed on the appropriate line above.

**DIVISION DIRECTOR or DEAN**

Changes and/or substitutions in the program requirements have my approval.

\_\_\_\_\_  
Program Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director or Dean Signature

\_\_\_\_\_  
Date