

NAME _____

LBCC Graduation Worksheet 2006-2007

ID. NO. _____

Associate Of Applied Science

Administrative Medical Assistant

AAS 5214

Instructions: Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on each page to receive this degree. The college catalog and your advisor are two resources you can turn to if you need help. When you are within two terms of 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 meet all 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.**

General Education Requirements Are Approved By The Admissions & Records Office

Composition		Credits	
WR 121	English Composition	3 cr	_____
Speech			
SP 218	Interpersonal Communication	3 cr	_____
Math			
MTH 065	Elementary Algebra	4 cr	_____
Health & PE			
HE 252	First Aid	3 cr	_____
Perspectives			
	Science, Technology & Society (see catalog page 175).....	3 cr	_____
	Cultural Diversity & Global Awareness	3 cr	_____
	BA 224 Human Resources Management (3)		_____

Please fill out form in dark ink

Degree Evaluator

Date

FOR OFFICE USE ONLY

Credit Toward This Degree

Total Cr. _____ LBCC Cr. _____ GPA _____ Approved Cr _____ Denied Cr _____

Registrar

Date

AP5214 BC

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
BA2.530	Practical Accounting I.....	4 q	_____	_____	_____
CIS 1250	Introduction to Windows.....	1 q	_____	_____	_____
CIS 125S	Introduction to Spreadsheets.....	1 q	_____	_____	_____
MO5.414	Drug Names & Classifications.....	3 q	_____	_____	_____
MO5.625	Basic Clinical Office Procedures.....	5 q	_____	_____	_____
MO5.630	Medical Terminology & Body Systems.I.....	3 q	_____	_____	_____
MO5.631	Medical Terminology & Body Systems.II.....	3 q	_____	_____	_____
MO5.632	Medical Terminology & Body Systems.III.....	3 q	_____	_____	_____
MO5.665	Documentation & Screening in the Medical Office.....	2 q	_____	_____	_____
OA2.500C	Business Orientation: Medical.....	1 q	_____	_____	_____
OA2.513	Numeric Keyboarding: Speed & Accuracy.....	1 q	_____	_____	_____
OA2.513P	Numeric Skillbuilding: Production.....	1 q	_____	_____	_____
OA2.515M	Business Math Medical I.....	1 q	_____	_____	_____
OA 2.515MA	Business Math Medical II.....	1 q	_____	_____	_____
OA2.524	Medical Transcription I.....	3 q	_____	_____	_____
OA2.527	Applied Document Processing.....	3 q	_____	_____	_____
OA2.544	Medical Insurance Procedures.....	4 q	_____	_____	_____
OA2.551	Communications in Business.....	4 q	_____	_____	_____
OA2.588	Editing Skills for Info Processing.....	3 q	_____	_____	_____
OA2.613	CWE for Office Professionals.....	8 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 & Ethics.....	3 q	_____	_____	_____
OA2.672	Basic Coding.....	3 q	_____	_____	_____
OA2.680	Advanced Coding.....	3 q	_____	_____	_____
OA 122	Formatting.....	2 q	_____	_____	_____
OA 202	Word Processing for Business: MS Word.....	3 q	_____	_____	_____

Select One Option

OA 123A	Typing Skillbuilding and	2 q	_____	_____	_____
OA 123B	Advanced Typing Skillbuilding or	2 q	_____	_____	_____
OA 124	Typing Speed & Accuracy Development.....	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 degree 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