Name: ___________________________________________________________________________________  
Last    First    Middle

Student ID #: _____________________________________________________________________________

Please print your name exactly as you wish it to appear on your diploma: ______________________________________________________________________________________

Anticipated Quarter of Completion:  ❑ Fall    ❑ Winter    ❑ Spring    ❑ Summer

Anticipated Year of Completion: ______________________     Catalog Year: ______________________

Mailing Address: __________________________________________________________________________
Street ______________________________________________________________________________________

City State            Zip ______________________

Phone: __________________________________________________________________________________

Email: ___________________________________________________________________________________

Are you also requesting to be awarded a high school diploma?    ❑ Yes    ❑ No
Are you a member of Phi Theta Kappa (PTK) Honor Society?    ❑ Yes    ❑ No
Do you wish to attend the commencement ceremony?    ❑ Yes    ❑ No

Student Signature: ______________________________________________ Date: __________________
Advisor/Counselor Signature: _____________________________________ Date: __________________

FOR OFFICIAL USE ONLY

GPA: ____________   Honors ❑   High Honors ❑   Cum Laude ❑   Magna Cum Laude ❑   Summa Cum Laude ❑
Approved?  ❑ Yes ❑ No
Reason for Denial: ❑ Insufficient credits for specific dept. distribution    ❑ Insufficient credits for degree
    ❑ Insufficient GPA    ❑ Other: ___________________________________________________________

Registrar Signature: _________________________________________________    Date: ____________________________
Ordered: ______________________     Recorded: ______________________   Mailed/Picked Up: ______________________
Receipt #: __________________________________________

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.
Medical Secretary Short-Term Certificate
PROFESSIONAL TECHNICAL
2010-2011 Certificate Requirements

The following assumes the student enters the program college-ready and has completed AOT 101 / AOT 102 / AOT 109 or ability to test out/challenge. Recommended: students purchase a USB storage drive.

### Major Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Qtr. Completed</th>
<th>Comments/Substitution</th>
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<tr>
<td>AOT</td>
<td>117</td>
<td>Office Orientation</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>AOT</td>
<td>1952*</td>
<td>Supervised Employment</td>
<td>4</td>
<td></td>
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<tr>
<td>HIT</td>
<td>118</td>
<td>Legal Aspects of the Medical Office III</td>
<td>3</td>
<td></td>
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<tr>
<td>HIT</td>
<td>147</td>
<td>Medical Terminology</td>
<td>5</td>
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<tr>
<td>CMST</td>
<td>101</td>
<td>Speech Essentials or</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>CMST</td>
<td>103</td>
<td>Workplace Communication</td>
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</table>

**Subtotal** 18

*AOT 1952 - need to be specific to the intended degree/certificate.
Prior to Supervised Employment in a hospital setting: Required immunizations and WSP background check must be on file. Degree completion requires keyboarding speed of 30 wpm and 10-key speed of 100 cpm. To achieve these speeds, AOT 109 may be taken three times for credit.