

# LBCC 2012 - 2013

## Program Worksheet

### Certificate

#### Employment Skills Training

Advisor: Sherry Rosen

**C 5605**

**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, your advisor and Degree Runner accessed through your WEB Runner logon are 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 review your progress.. You must apply for graduation one term prior to the term you and your advisor determine you will meet all the requirements for completion.

**Substitutions and/or waivers must be submitted by your advisor online.**

Employment Objective \_\_\_\_\_ CIP: \_\_\_\_\_

#### Courses required before beginning program General Education Requirements

		Credits	
*MTH 020	Basic Mathematics .....	4	<input type="checkbox"/> _____
*RD 090	College Success & Reading Strategies.....	5	<input type="checkbox"/> _____
*WR 090	The Write Course.....	4	<input type="checkbox"/> _____

\*Student may test out of these courses which will waive the requirement and the credits.

Course Number	Course Description	Credits
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Total Credits Needed: 12 - 44  
**General Education Student requirements are not included in the 12 - 44 needed credits.**

Required Signatures                      Date

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

If working with a Social Services Agency: Case Manager \_\_\_\_\_

The following web page addresses will take you to graduation forms and graduation information/instructions:

- <http://www.linnbenton.edu/go/forms>
- <http://www.linnbenton.edu/go/graduation>