

NAME \_\_\_\_\_

LBCC Graduation Worksheet 2005-2006

ID. NO. \_\_\_\_\_

Associate Of Applied Science

Accounting Technology

AAS 5002

**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 WR 121 English Composition ..... 3 cr \_\_\_\_\_

Speech SP 100 Introduction to Speech Communication..... 3 cr \_\_\_\_\_

Math MTH 065 Elementary Algebra ..... 4 cr \_\_\_\_\_

Health & PE (Select 3 credits)

- HE 112 Emergency First Aid (1)
HE 125 Occupational Safety & Health (3)
HE 225 Social & Individual Health Determinants (3)
HE 252 First Aid (3)
HE 261 CPR (1)
PE 180 Activity Courses (1)
PE 185 Activity Courses (1)
PE 190 Activity Courses (1)
PE 231 Lifetime Health & Fitness (3). ..... 3 cr \_\_\_\_\_

Perspectives

- Science, Technology & Society (see catalog page 183)..... 3 cr \_\_\_\_\_
Cultural Diversity & Global Awareness ..... 3 cr \_\_\_\_\_
BA 224 Human Resource Management (3)
or
BA 285 Business Relations in a Global Economy (4)

Please fill out form in dark ink

Degree Evaluator

Date

FOR OFFICE USE ONLY

Credit Toward This Degree

Total Cr. \_\_\_\_\_ LBCC Cr. \_\_\_\_\_ GPA \_\_\_\_\_ Approved  Denied

Registrar

Date

AP 5002 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/<br>Substitutions | Advisor<br>Initials | Date<br>Approved |
|-------------------------|--|---------|---------------------------|---------------------|------------------|
| BA2.127                 | Governmental Accounting.....                   | 3 q     | _____                     | _____               | _____            |
| BA2.530                 | Practical Accounting I.....                    | 4 q     | _____                     | _____               | _____            |
| BA2.531                 | Practical Accounting II.....                   | 4 q     | _____                     | _____               | _____            |
| BA2.532                 | Practical Accounting III.....                  | 4 q     | _____                     | _____               | _____            |
| BA2.534                 | Cost Accounting.....                           | 3 q     | _____                     | _____               | _____            |
| BA2.535                 | Payroll Accounting.....                        | 2 q     | _____                     | _____               | _____            |
| BA2.595                 | Professional Accounting I.....                 | 3 q     | _____                     | _____               | _____            |
| BA2.596                 | Professional Accounting II.....                | 3 q     | _____                     | _____               | _____            |
| BA2.597                 | Professional Accounting III.....               | 3 q     | _____                     | _____               | _____            |
| BA2.684                 | Computerized Accounting.....                   | 3 q     | _____                     | _____               | _____            |
| BA 101                  | Intro to Business.....                         | 4 q     | _____                     | _____               | _____            |
| BA 206                  | Principles of Management.....                  | 3 q     | _____                     | _____               | _____            |
| BA 222                  | Financial Management.....                      | 3 q     | _____                     | _____               | _____            |
| BA 256                  | Income Tax Accounting.....                     | 3 q     | _____                     | _____               | _____            |
| CIS 125D                | Introduction to Databases.....                 | 1 q     | _____                     | _____               | _____            |
| CIS 1250                | Introduction to Windows.....                   | 1 q     | _____                     | _____               | _____            |
| CIS 125S                | Introduction to Spreadsheets.....              | 1 q     | _____                     | _____               | _____            |
| CIS 135S                | Advanced Spreadsheets.....                     | 3 q     | _____                     | _____               | _____            |
| EC 115                  | Outline of Economics.....                      | 4 q     | _____                     | _____               | _____            |
| MTH 095                 | Intermediate Algebra.....                      | 4 q     | _____                     | _____               | _____            |
| OA2.513                 | Numeric Keyboarding: Speed & Accuracy.....     | 1 q     | _____                     | _____               | _____            |
|                         |  |         |                           |                     |                  |
| Law Option (Select One) |  |         |                           |                     |                  |
| BA2.518                 | Commercial Law.....                            | 3 q     | _____                     | _____               | _____            |
| BA 230                  | Business Law.....                              | 4 q     | _____                     | _____               | _____            |
|                         |  |         |                           |                     |                  |
| Select One              |  |         |                           |                     |                  |
| OA 201                  | Word Processing for Business: WordPerfect..... | 3 q     | _____                     | _____               | _____            |
| OA 202                  | Word Processing for Business: MS Word.....     | 3 q     | _____                     | _____               | _____            |
|                         |  |         |                           |                     |                  |
| CWE                     | .....  | 6 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