

NAME _____

LBCC Graduation Worksheet 2005-2006

I D. NO. _____

Associate Of Applied Science

Administrative Assistant

AAS 5014

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	_____
Speech			
SP 218	Interpersonal Communication	3	_____
Math			
MTH 065	Elementary Algebra	4	_____
Health & PE			
PE 231	Lifetime Health & Fitness*	3	_____
Perspectives			
	Science, Technology & Society (see catalog page 183).....	3	_____
	Cultural Diversity & Global Awareness		
	EC115 Outline of Economics (4).....	3	_____
	or		
	BA 224 Human Resource Management (3)		

* Other classes may substitute - see page 183 in the General Catalog.

Please fill out form in dark ink

Degree Evaluator

Date

FOR OFFICE USE ONLY			
Credit Toward This Degree			
Total Cr. _____	LBCC Cr. _____	GPA _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Registrar _____	Date _____		AP 5014 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
BA2.518	Commercial Law	3 q		
BA2.530	Practical Accounting I	4 q		
BA2.531	Practical Accounting II	4 q		
BA2.684	Computerized Accounting	3 q		
BA 101	Introduction to Business	4 q		
CIS 125D	Introduction to Databases	1 q		
CIS 1250	Introduction to Windows	1 q		
CIS 125P	Introduction to Presentations	1 q		
CIS 125S	Introduction to Spreadsheets	1 q		
OA2.500	Business Orientation	1 q		
OA2.513	Numeric Keyboarding: Speed & Accuracy	1 q		
OA2.513P	Numeric Skillbuilding: Production	1 q		
OA2.515	Business Math with Calculators	2 q		
OA2.527	Applied Document Processing	3 q		
OA2.551	Communications in Business	4 q		
OA2.579	Integrated Software Applications	3 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		
OA2.645	Administrative Procedures I	6 q		
OA2.646	Administrative Procedures II	4 q		
OA2.652	Filing	1 q		
OA2.682	Desktop Publishing	3 q		
OA2.683	Computerized Records Management	3 q		
OA2.690	Preparation for IAAP Certifying Exam	1 q		
OA 122	Formatting	2 q		
OA 201	Word Processing for Business: WordPerfect	3 q		
OA 202	Word Processing for Business: MS Word	3 q		
OA 203	Advanced Word Processing	3 q		

Choose one option

- OA 123A Typing Skillbuilding (2 credits) **and**
- OA 123B Advanced Typing: Skillbuilding (2 credits) **or** 3 q
- OA 124 Typing: Speed & Accuracy Development (3 credits)

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 _____