

NAME \_\_\_\_\_

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

# LBCC Graduation Worksheet 2005-2006

Associate Of Applied Science

Business & Supervisory Management

AAS 5015

**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 111	Fundamentals of Speech .....	3 cr	_____
Math			
MTH 065	Elementary Algebra .....	4 cr	_____
Health & PE			
HE 125	Occupational Safety & Health .....	3 cr	_____
Perspectives			
	Science, Technology & Society		
	HST 150 Science & Culture in the Western Tradition .....	3 cr	_____
	Cultural Diversity & Global Awareness		
	BA 285 Business Relations/Global Economy .....	4 cr	_____

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 5015 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
BA 101	Introduction to Business .....	4 q	_____	_____	_____
BA 206	Principles of Management .....	3 q	_____	_____	_____
BA 215	Survey of Accounting .....	4 q	_____	_____	_____
BA 223	Principles of Marketing .....	3 q	_____	_____	_____
BA 224	Human Resource Management .....	3 q	_____	_____	_____
BA 271	Information Technology in Business .....	3 q	_____	_____	_____
CIS 125	Introduction to Software Applications .....	3 q	_____	_____	_____
EC 115	Outline of Economics .....	4 q	_____	_____	_____
PE 231	Lifetime Health & Fitness .....	3 q	_____	_____	_____
SD 101	Supervision: Fundamentals .....	3 q	_____	_____	_____
SD 102	Supervision: Effective Communication .....	3 q	_____	_____	_____
SD 103	Issues in Supervision .....	3 q	_____	_____	_____
SD 104	Supervision Skills .....	3 q	_____	_____	_____
SD 107	Business & Society .....	3 q	_____	_____	_____
Select One	(See advisor)				
BA 280BIC	CWE				
SD 280	CWE .....	3-6 q	_____	_____	_____
Select One					
WR 214	Business Communication .....	3 q			
WR 227	Technical Report Writing .....	3 q	_____	_____	_____
Select One					
BA 230	Business Law .....	4 q			
BA2.518	Commercial Law .....	3 q	_____	_____	_____
Work with an advisor to select elective credits .....		12-15 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