

LBCC Graduation Worksheet 2005-2006

NAME _____

I.D. NO. _____

Associate Of Applied Science
 Legal Administrative Assistant

AAS 5120

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 218	Interpersonal Communication	3 cr	_____
Math			
MTH 065	Elementary Algebra.....	4 cr	_____
Health & PE			
*PE 231	Lifetime Health & Fitness.....	3 cr	_____
Perspectives			
	Science, Technology & Society (see catalog page 183)	3 cr	_____
	Cultural Diversity & Global Awareness (select one)		
	BA 224 Human Resource Management (3)		
	BA 285 Business Relations/Global Economy (4)		
	EC 115 Outline of Economics (4)	3 cr	_____

* Other Classes may substitute. See Advisor.

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

AP 5097 BC

Registrar _____

Date _____

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
BA2.530	Practical Accounting I.....	4 q	_____	_____	_____
CIS 1250	Introduction to Windows	1 q	_____	_____	_____
CIS 125S	Introduction to Spreadsheets.....	1 q	_____	_____	_____
CJ 120	Introduction to the Judicial Process	3 q	_____	_____	_____
CJ 220	Introduction to Substantive Law	3 q	_____	_____	_____
CJ 222	Procedural Law	3 q	_____	_____	_____
OA2.500B	Business Orientation: Legal	1 q	_____	_____	_____
OA2.505	Voice Recognition	2 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	_____	_____	_____
OA2.588	Editing Skills for Info Processing	3 q	_____	_____	_____
OA2.613	CWE for Office Professionals.....	8 q	_____	_____	_____
OA2.616	Job Success Skills: Legal	1 q	_____	_____	_____
OA2.645	Administrative Procedures I.....	6 q	_____	_____	_____
OA2.646	Administrative Procedures II.....	4 q	_____	_____	_____
OA2.652	Filing.....	1 q	_____	_____	_____
OA2.662	Legal Transcription	3 q	_____	_____	_____
OA2.675	Legal Practices, Procedures & Terminology I.....	3 q	_____	_____	_____
OA2.676	Legal Practices, Procedures & Terminology II.....	3 q	_____	_____	_____
OA 122	Formatting.....	2 q	_____	_____	_____
OA 124	Typing: Speed & Accuracy Development.....	3 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	_____	_____	_____

Select one course:

BA2.518	Commercial Law	3 q	_____	_____	_____
BA 230	Business Law	4 q	_____	_____	_____

Select a minimum of 1 credit from the courses listed below

CIS 125P	Introduction to Presentations	1 q	_____	_____	_____
CJ 100	Survey of Criminal Justice Systems	3 q	_____	_____	_____
OA2.682	Desktop Publishing	3 q	_____	_____	_____
OA2.683	Computerized Records Management	3 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