

NAME _____

LBCC Graduation Worksheet 2005-2006

I D. NO. _____

Associate Of Science

Business Administration Emphasis

AS 0506

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

WRITING I Credits
WR 121 English Composition 3 c _____

WRITING II (Select One)
JN 216 News Reporting & Writing
WR 122 English Composition: Argument & Style
WR 123 English Composition: Research
WR 185 Understanding English Grammar
WR 214 Business Communications
WR 227 Technical Writing
WR 228 Technical Writing II
WR 241 Creative Writing: Fiction
WR 242 Creative Writing: Poetry 3 c _____

SPEECH
SP 111 Fundamentals of Speech 3 c _____

MATHEMATICS
MTH 111 College Algebra 5 c _____

HEALTH & PE
PE 231 Lifetime Health & Fitness 3 c _____

PERSPECTIVES (no more than 2 courses with the same prefix)
Physical Science (See catalog page 186) 4 c _____
Biological Science (See catalog page 186)..... 4 c _____
Biological Science or Physical Science (See catalog page 186)..... 4 c _____
Cultural Diversity (See catalog page 187)..... 3 c _____
Difference, Power & Discrimination (See catalog page 187) 3 c _____
Literature and the Arts (See catalog page 187) 3 c _____
Social Processes and Institutions
EC 201 Intro to Microeconomics 4 c _____
Western Culture (See catalog page 187) 3 c _____

Even though the theme of a Biology Course may be different, a Biology Course number may only be used once to satisfy the graduation requirements.

Degree Evaluator _____ Date _____

FOR OFFICE USE ONLY				
Credit Toward This Degree				
Total Cr. _____	LBCC Cr. _____	GPA _____	Approved c	Denied c
Registrar _____			AS 0506 BC	
			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
BA 101	Intro to Business	4	q	_____	_____
BA 206	Principles of Management	3	q	_____	_____
BA 211	Principles of Accounting: Financial	4	q	_____	_____
BA 213	Principles of Accounting: Managerial	4	q	_____	_____
BA 223	Principles of Marketing	3	q	_____	_____
BA 230	Business Law	4	q	_____	_____
BA 271	Information Technology in Business	3	q	_____	_____
BA 275	Business Quantitative Methods	4	q	_____	_____
CIS 125	Introduction to Software Applications	3	q	_____	_____
EC 202	Introduction to Macroeconomics.....	4	q	_____	_____
MTH 241	Calculus for Biological/Management/Social Science	4	q	_____	_____
MTH 245	Math for Biological/Management/Social Science	4	q	_____	_____
ELECTIVES	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