

NAME _____

LBCC Graduation Worksheet 2006-2007

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 178)	4 c	_____
	Biological Science (See catalog page 178).....	4 c	_____
	Biological Science or Physical Science (See catalog page 178).....	4 c	_____
	Cultural Diversity (See catalog page 179).....	3 c	_____
	Difference, Power & Discrimination (See catalog page 179)	3 c	_____
	Literature and the Arts (See catalog page 179)	3 c	_____
	Social Processes and Institutions		
	EC 201 Intro to Microeconomics	4 c	_____
	Western Culture (See catalog page 179)	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 Denied

Registrar

Date

AS 0506 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	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