

NAME _____

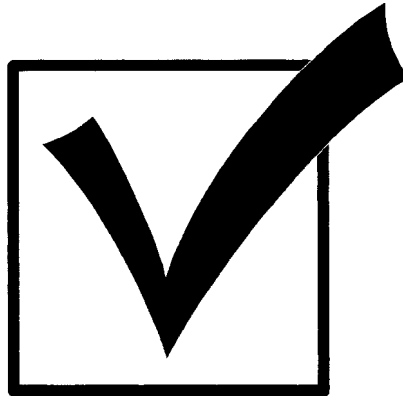
LBCC GRADUATION WORKSHEET 2006-2007 ID. NO. _____

CERTIFICATE

Office Specialist One-Year

C1 5087

INSTRUCTIONS: Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on the checklist to receive this certificate. The college catalog and your advisor are two resources you can turn to if you need help. When you are nearing 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 have met 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.**



Degree Evaluator

Date

FOR OFFICE USE ONLY

Credit Toward This Degree

Total Cr. _____

LBCC Cr. _____

GPA _____

Approved

Denied

C1 5087 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
CIS 125D	Introduction to Databases	1 q	_____	_____
CIS 125O	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	_____	_____
OA2.515	Business Math and Finance	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	_____	_____
OA2.616	Job Success Skills	1 q	_____	_____
OA2.645	Administrative Procedures I	6 q	_____	_____
OA2.652	Filing	1 q	_____	_____
OA2.683	Computerized Records Management	3 q	_____	_____
OA 122	Formatting	2 q	_____	_____
OA 123A	Typing Skillbuilding	2 q	_____	_____
OA 123B	Advanced Typing Skillbuilding	2 q	_____	_____
OA 202	Word Processing for Business: MS Word	3 q	_____	_____
OA 203	Advanced Word Processing	3 q	_____	_____

Choose at least 2 elective credits from the following list:

BA2.530	Practical Accounting I	4 q	_____	_____
BA101	Introduction to Business	4 q	_____	_____
OA2.505	Voice Recognition	2 q	_____	_____
OA 2.682	Desktop Publishing	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 certificate 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