

**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

WRITING Credits
 WR 121 English Composition.....3 _____

SPEECH
 SP 111 Fundamentals of Speech.....3 _____

MATH
 MTH 065 Elementary Algebra4 _____

HEALTH & PE
 HE 125 Occupational Safety & Health.....3 _____

PERSPECTIVES
 Science, Technology & Society
 HST 150 Science & Culture in the West Tradition3 _____
 Cultural Diversity & Global Awareness
 BA 285 Business Relations/Global Economy4 _____

Degree Evaluator _____

Date _____

FOR OFFICE USE ONLY			
Credit Toward This Degree			
Total Cr. _____	LBCC Cr _____	GPA _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Registrar _____		Date _____	AP 5015 BC

PROGRAM REQUIREMENTS

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	<input type="checkbox"/>	_____	_____
BA 206	Principles of Management	3	<input type="checkbox"/>	_____	_____
BA 215	Survey of Accounting	4	<input type="checkbox"/>	_____	_____
BA 221	Production & Operation Management ...	3	<input type="checkbox"/>	_____	_____
BA 223	Principles of Marketing.....	3	<input type="checkbox"/>	_____	_____
BA 224	Human Resource Management.....	3	<input type="checkbox"/>	_____	_____
BA 226	Business Law	3	<input type="checkbox"/>	_____	_____
BA 250	Small Business Management	3	<input type="checkbox"/>	_____	_____
BA 271	Information Technology in Business	3	<input type="checkbox"/>	_____	_____
CIS 125	Intro to Software Applications.....	3	<input type="checkbox"/>	_____	_____
EC 115	Outline of Economics	4	<input type="checkbox"/>	_____	_____
EC 220	Contemporary US Eco Iss: Discrim.....	3	<input type="checkbox"/>	_____	_____
PE 231	Lifetime Health & Fitness.....	3	<input type="checkbox"/>	_____	_____
SD 101	Supervision: Fundamentals.....	3	<input type="checkbox"/>	_____	_____
SD 102	Supervision: Effective Communication.	3	<input type="checkbox"/>	_____	_____
SD 103	Issues in Supervision.....	3	<input type="checkbox"/>	_____	_____
SD 104	Supervision Skills.....	3	<input type="checkbox"/>	_____	_____
SD 107	Business & Society.....	3	<input type="checkbox"/>	_____	_____

Select One (see advisor)

BA 280B or C CWE

SD 280 CWE.....3-6 _____

Select One

WR 214 Business Communication..... 3 _____

WR 227 Technical Report Writing..... 3 _____

Work with an advisor to select elective Credits..4-7 _____

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 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