

LBCC Graduation Worksheet 2007-2008

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 171)	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
BA2.226	Business Law	3 q			
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	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	4 q			
OA2.646	Project Management	4 q			
OA2.650	Management for the Office Professional	3 q			
OA2.652	Filing	1 q			
OA2.675	Legal Practices, Procedures & Terminology I	3 q			
OA2.676	Legal Practices, Procedures & Terminology II	3 q			
OA2.682	Desktop Publishing	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			

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