

**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**

<b>WRITING I</b>	Credits
WR 121 English Composition.....	3 <input type="checkbox"/> _____
<b>WRITING II</b>	
*WR 214 Business Communications.....	3 <input type="checkbox"/> _____
<b>SPEECH</b>	
SP 111 Fundamentals of Speech .....	3 <input type="checkbox"/> _____
<b>MATH</b>	
MTH 111 College Algebra .....	5 <input type="checkbox"/> _____
<b>HEALTH &amp; PE</b>	
PE 231 Lifetime Health & Fitness.....	3 <input type="checkbox"/> _____
<b>PERSPECTIVES</b> (no more than two courses with the same prefix may be used by a student to satisfy the Perspectives category)	
Physical Science	
*GS 104 Principles of Physics.....	4 <input type="checkbox"/> _____
Biological Science	
*BI 101 General Biology .....	4 <input type="checkbox"/> _____
Biological Science or Physical Science	
*BI 102 General Biology .....	4 <input type="checkbox"/> _____
Cultural Diversity (see catalog page 174-175).....	4 <input type="checkbox"/> _____
Difference, Power & Discrimination	
*EC 220 Contemporary US Economic Issues .....	3 <input type="checkbox"/> _____
Literature & the Arts	
*ENG 104 Literature: Fiction.....	3 <input type="checkbox"/> _____
Social Processes & Institutions	
EC 201 Intro to Microeconomics .....	4 <input type="checkbox"/> _____
Western Culture	
*EC 215 Economic Development of the US.....	3 <input type="checkbox"/> _____

**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.**

\* Other courses may substitute

Degree Evaluator \_\_\_\_\_

Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>			
Credit Toward This Degree			
Total Cr. _____	LBCC Cr _____	GPA _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Registrar _____	Date _____	AS 0506 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 211	Principles of Accounting: Financial .....	4	<input type="checkbox"/>	_____	_____
BA 213	Principles of Accounting: Managerial.....	4	<input type="checkbox"/>	_____	_____
BA 221	Production & Operation Management .....	3	<input type="checkbox"/>	_____	_____
BA 226	Business Law .....	3	<input type="checkbox"/>	_____	_____
BA 250	Small Business Management .....	3	<input type="checkbox"/>	_____	_____
BA 275	Business Quantitative Methods.....	4	<input type="checkbox"/>	_____	_____
CIS 125	Intro to Software Applications.....	3	<input type="checkbox"/>	_____	_____
EC 202	Intro to Macroeconomics .....	4	<input type="checkbox"/>	_____	_____
MTH 241	Calculus for Biological/Mngt/Social Sci.....	4	<input type="checkbox"/>	_____	_____
MTH 245	Math for Biological/Mngt/Social Sci.....	4	<input type="checkbox"/>	_____	_____
Electives .....		6	<input type="checkbox"/>	_____	_____

**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