

NAME _____

LBCC Graduation Worksheet 2008 - 2009 ID. NO. _____

Associate of Applied Science

Accounting Technology

AAS 5002

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 _____

Speech
SP 100 Intro to Speech Communication..... 3 _____

Mathematics
MTH 065 Elementary Algebra 4 _____

Health & PE (select 3 credits)
HE 112 Emergency First Aid (1)
HE 125 Occupational Safety & Health (3)
HE 225 Social & Individual Health Determinants (3)
HE 252 First Aid (3)
HE 261 CPR (1)
PE 180 Activity Courses (1)
PE 185 Activity Courses (1)
PE 190 Activity Courses (1)
PE 231 Lifetime Health & Fitness (3cr) 3 _____

Perspectives
Science, Technology & Society (see catalog page 170)..... 3 _____
Cultural Diversity & Global Awareness 3 _____
Select one
BA 224 Human Resource Management (3)
BA 285 Business Relations in a Global Economy (4)

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 5002 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. CHANGES MUST ALSO BE APPROVED BY DIVISION DIRECTOR OR DEAN

		Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
BA2.127	Governmental Accounting.....	3	<input type="checkbox"/>	_____	_____
BA2.530	Practical Accounting I.....	4	<input type="checkbox"/>	_____	_____
BA2.531	Practical Accounting II.....	4	<input type="checkbox"/>	_____	_____
BA2.532	Practical Accounting III.....	4	<input type="checkbox"/>	_____	_____
BA2.534	Cost Accounting.....	3	<input type="checkbox"/>	_____	_____
BA2.535	Payroll Accounting.....	2	<input type="checkbox"/>	_____	_____
BA2.595	Professional Accounting I.....	3	<input type="checkbox"/>	_____	_____
BA2.596	Professional Accounting II.....	3	<input type="checkbox"/>	_____	_____
BA2.597	Professional Accounting III.....	3	<input type="checkbox"/>	_____	_____
BA2.684	Computerized Accounting.....	3	<input type="checkbox"/>	_____	_____
BA 101	Intro to Business.....	4	<input type="checkbox"/>	_____	_____
BA 206	Principles of Management.....	3	<input type="checkbox"/>	_____	_____
BA 222	Financial Management.....	3	<input type="checkbox"/>	_____	_____
BA 226	Business Law.....	3	<input type="checkbox"/>	_____	_____
BA 256	Income Tax Accounting.....	3	<input type="checkbox"/>	_____	_____
CIS 1250	Introduction to Windows.....	1	<input type="checkbox"/>	_____	_____
CIS 125S	Introduction to Spreadsheets.....	1	<input type="checkbox"/>	_____	_____
CIS 125D	Introduction to Databases.....	1	<input type="checkbox"/>	_____	_____
CIS 135S	Advanced Spreadsheets.....	3	<input type="checkbox"/>	_____	_____
EC 115	Outline of Economics.....	4	<input type="checkbox"/>	_____	_____
MTH 095	Intermediate Algebra.....	4	<input type="checkbox"/>	_____	_____
OA2.513	Numeric Keyboarding: Speed & Acc.....	1	<input type="checkbox"/>	_____	_____
BA 280A	CWE Accounting Technology.....	6	<input type="checkbox"/>	_____	_____
Select one					
OA 201	Word Processing for Bus: WordPerfect.....	3	<input type="checkbox"/>	_____	_____
OA 202	Word Processing for Bus: MS Word.....	3	<input type="checkbox"/>	_____	_____

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