

NAME _____

LBCC Graduation Worksheet 2008 - 2009

ID. NO _____

Associate of Applied Science

Administrative Professional: Office Management

AAS 5126

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 218 Interpersonal Communication..... 3 _____

Mathematics
MTH 065 Elementary Algebra 4 _____

Health & PE (select 3 credits)
PE 231 Lifetime Health & Fitness 3 _____

Perspectives
Science, Technology & Society (see catalog page 170)..... 3 _____
Cultural Diversity & Global Awareness
EC 115 Outline of Economics 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 _____	AP5126 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
BA2.530	Practical Accounting I.....	4 <input type="checkbox"/>	_____	_____	_____
BA2.531	Practical Accounting II.....	4 <input type="checkbox"/>	_____	_____	_____
BA2.684	Computerized Accounting.....	3 <input type="checkbox"/>	_____	_____	_____
BA 101	Introduction to Business.....	4 <input type="checkbox"/>	_____	_____	_____
BA 226	Business Law.....	3 <input type="checkbox"/>	_____	_____	_____
CIS 125D	Introduction to Databases.....	1 <input type="checkbox"/>	_____	_____	_____
CIS 1250	Introduction to Windows.....	1 <input type="checkbox"/>	_____	_____	_____
CIS 125P	Introduction to Presentations.....	1 <input type="checkbox"/>	_____	_____	_____
CIS 125S	Introduction to Spreadsheets.....	1 <input type="checkbox"/>	_____	_____	_____
OA2.500	Business Orientation.....	1 <input type="checkbox"/>	_____	_____	_____
OA2.513	Numeric Keyboarding: Speed & Accuracy ...	1 <input type="checkbox"/>	_____	_____	_____
OA2.513P	Numeric Skillbuilding: Production	1 <input type="checkbox"/>	_____	_____	_____
OA2.515	Business Math.....	2 <input type="checkbox"/>	_____	_____	_____
OA2.527	Applied Document Processing.....	3 <input type="checkbox"/>	_____	_____	_____
OA2.551	Communication in Business.....	4 <input type="checkbox"/>	_____	_____	_____
OA2.579	Integrated Software Applications	3 <input type="checkbox"/>	_____	_____	_____
OA2.588	Editing Skills for Info Processing.....	3 <input type="checkbox"/>	_____	_____	_____
OA2.613	CWE for Office Professionals.....	8 <input type="checkbox"/>	_____	_____	_____
OA2.616	Job Success Skills	1 <input type="checkbox"/>	_____	_____	_____
OA2.645	Administrative Procedures I.....	4 <input type="checkbox"/>	_____	_____	_____
OA2.646	Project Management.....	4 <input type="checkbox"/>	_____	_____	_____
OA2.650	Management for the Office Professional.....	3 <input type="checkbox"/>	_____	_____	_____
OA2.652	Filing.....	1 <input type="checkbox"/>	_____	_____	_____
OA2.682	Desktop Publishing	3 <input type="checkbox"/>	_____	_____	_____
OA2.683	Computerized Records Management	3 <input type="checkbox"/>	_____	_____	_____
OA2.690	Preparation for IAAP Certifying Exam	1 <input type="checkbox"/>	_____	_____	_____
OA 122	Formatting	2 <input type="checkbox"/>	_____	_____	_____
OA 202	Word Processing - Business: MS Word	3 <input type="checkbox"/>	_____	_____	_____
OA 203	Advanced Word Processing	3 <input type="checkbox"/>	_____	_____	_____

Choose one Option

- OA 123A Typing Skillbuilding (2cr) **and**
- OA 123B Advanced Typing Skillbuilding (2cr) **or**
- OA 124 Typing: Speed & Accuracy Dev. (3cr) 3-4 _____

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