

NAME \_\_\_\_\_

**LBCC** Graduation Worksheet 2008-2009 ID. NO. \_\_\_\_\_

**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, you must meet with your advisor and have him or her sign the **opposite** side of this form. You can apply for graduation when you and your advisor have determined that you have either met all the requirements or that you have a plan in place for completion within two terms. **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 227	Technical Writing.....	3 <input type="checkbox"/> _____
<b>Speech</b>		
SP 111	Fundamentals of Speech.....	3 <input type="checkbox"/> _____
<b>Mathematics</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 Physical Science: Principles of Physics .....	4 <input type="checkbox"/> _____
Biological		
	*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 175).....	3 <input type="checkbox"/> _____
Difference, Power & Discrimination		
	* EC 220 Contemp. U.S. Econ Issues .....	3 <input type="checkbox"/> _____
Literature and the Arts		
	* ENG 104 Literature: Fiction.....	3 <input type="checkbox"/> _____
Social Processes and Institutions		
	EC 201 Intro to Microeconomics .....	4 <input type="checkbox"/> _____
Western Culture		
	*EC 215 Economic Development of the United States .....	4 <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 classes may substitute, See advisor*

Admissions Graduation Evaluator

Date

<b>FOR OFFICE USE ONLY</b>			
Credit Toward This Degree			
Total Cr. _____	LBCC Cr. _____	GPA _____	Approval <input type="checkbox"/> Denial <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. CHANGES MUST ALSO BE APPROVED BY DIVISION DIRECTOR OR DEAN**

		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 226	Business Law .....	3	<input type="checkbox"/>		_____
BA 260	Small Business Management .....	4	<input type="checkbox"/>		_____
BA 275	Business Quantitative Methods.....	4	<input type="checkbox"/>		_____
BA 291	Business Process Management.....	4	<input type="checkbox"/>		_____
CIS 125	Introduction to Software Applications.....	3	<input type="checkbox"/>		_____
EC 202	Introduction 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"/>		_____
Business Elective .....		3-6	<input type="checkbox"/>		_____
Elective .....		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