

NAME \_\_\_\_\_

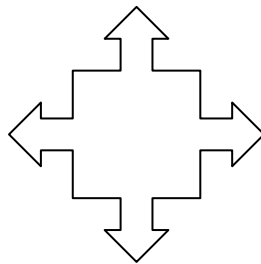
**LBCC GRADUATION WORKSHEET 2008-2009 ID.NO** \_\_\_\_\_

**CERTIFICATE**

**Office Specialist One-Year**

**C1 5087**

INSTRUCTIONS: Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on the checklist to receive this certificate. The college catalog and your advisor are two resources you can turn to if you need help. When you are nearing 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 have met 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.**



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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	C1 5087 BC	

Advisor Instructions: This is the student's official record of their progress. The student must be 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
CIS 125D	Intro to Databases .....	1	<input type="checkbox"/>	_____	_____
CIS 1250	Intro to Windows .....	1	<input type="checkbox"/>	_____	_____
CIS 125P	Intro to Presentations .....	1	<input type="checkbox"/>	_____	_____
CIS 125S	Intro to Spreadsheets .....	1	<input type="checkbox"/>	_____	_____
OA 2.500	Business Orientation.....	1	<input type="checkbox"/>	_____	_____
OA 2.513	Numeric Keyboarding: Speed & Accuracy ....	1	<input type="checkbox"/>	_____	_____
OA 2.515	Business Math.....	2	<input type="checkbox"/>	_____	_____
OA 2.527	Applied Document Processing.....	3	<input type="checkbox"/>	_____	_____
OA 2.551	Communications in Business .....	4	<input type="checkbox"/>	_____	_____
OA 2.579	Integrated Software Applications .....	3	<input type="checkbox"/>	_____	_____
OA 2.588	Editing Skills for Info Processing.....	3	<input type="checkbox"/>	_____	_____
OA 2.616	Job Success Skills .....	1	<input type="checkbox"/>	_____	_____
OA 2.645	Administrative Procedures I .....	4	<input type="checkbox"/>	_____	_____
OA 2.652	Filing.....	1	<input type="checkbox"/>	_____	_____
OA 2.683	Computerized Records Management .....	3	<input type="checkbox"/>	_____	_____
OA 122	Formatting .....	2	<input type="checkbox"/>	_____	_____
OA 123A	Typing Skillbuilding .....	2	<input type="checkbox"/>	_____	_____
OA 123B	Advanced Typing Skillbuilding .....	2	<input type="checkbox"/>	_____	_____
OA 202	Word Processing for Business: MS Word .....	3	<input type="checkbox"/>	_____	_____
OA 203	Advanced Word Processing.....	3	<input type="checkbox"/>	_____	_____

Choose at least two electives from the following list: (4-6 Credits)

BA 101	Intro to Business .....	4	<input type="checkbox"/>	_____	_____
BA 2.530	Practical Accounting I.....	4	<input type="checkbox"/>	_____	_____
OA 2.505	Voice Recognition.....	2	<input type="checkbox"/>	_____	_____
OA 2.682	Desktop Publishing .....	3	<input type="checkbox"/>	_____	_____

Admissions & Records will perform a final evaluation to ensure all courses have been completed with appropriate grades before this certificate 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