

NAME _____

LBCC Graduation Worksheet 2009 - 2010

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 166) 3 _____ other course work may substitute _____
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 5002A BH	

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

Official Use		Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
<input type="checkbox"/>	BA2.127	Governmental Accounting	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.530	Practical Accounting I	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.531	Practical Accounting II	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.532	Practical Accounting III	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.534	Cost Accounting.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.535	Payroll Accounting.....	2	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.595	Professional Accounting I	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.596	Professional Accounting II	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.597	Professional Accounting III	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.598	Professional Accounting Synthesis.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.684	Computerized Accounting.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 101	Intro to Business	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 206	Principles of Management.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 222	Financial Management.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 226	Business Law.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 256	Income Tax Accounting.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 280A	CWE Accounting Technology.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 1250	Introduction to Windows.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125S	Introduction to Spreadsheets.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125D	Introduction to Databases.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 135S	Advanced Spreadsheets.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	EC 115	Outline of Economics.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	MTH 095	Intermediate Algebra.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 130	Numeric Keyboarding: Speed & Acc.....	1	<input type="checkbox"/>	_____
Select one					
<input type="checkbox"/>	OA 201	Word Processing for Bus: WordPerfect	3	<input type="checkbox"/>	_____
<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
AASAcctTechhws.doc

Division Director or Dean Signature Date
7/28/2009