

**Associate of Applied Science
Administrative Professional**

AAS 5125

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 _____

Math
 MTH 065 Elementary Algebra 4 _____

Health & PE
 *PE 231 Lifetime Health & Fitness..... 3 _____

Perspectives
 Science, Technology & Society (see catalog page 166) 3 _____ other course work may substitute _____
 Cultural Diversity & Global Awareness..... 3 _____
 BA 285 Business Relations in a Global Economy (4)

**Other classes may substitute, See advisor.*

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 _____		AP5014A 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"/>	BA2.530	Practical Accounting I.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.531	Practical Accounting II.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.684	Computerized Accounting.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 101	Introduction to Business.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 226	Business Law.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125D	Introduction to Databases.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 1250	Introduction to Windows.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125P	Introduction to Presentations.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125S	Introduction to Spreadsheets.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA2.500	Business Orientation.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA2.652	Filing.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 104	Business Math.....	2	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 109	Job Success Skills.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 110	Editing Skills for Info Processing.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 116	Administrative Procedures.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 122	Formatting.....	2	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 130	Numeric Keyboarding: Speed & Accuracy..	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 135	Numeric Skillbuilding: Production.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 201	Word Processing - Business: WordPerfect.	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 202	Word Processing - Business: MS Word.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 203	Advanced Word Processing.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 204	Administrative Project Management.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 205	Desktop Publishing.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 210	Integrated Software Applications.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 215	Communication in Business.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 225	Applied Document Processing.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 241	Computerized Records Management.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 270	Preparation for IAAP Certifying Exam.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	OA 280	CWE for Office Professionals.....	8	<input type="checkbox"/>	_____

Select one Option

- OA 123A Typing Skillbuilding (2cr) **and**
- OA 123B Advanced Typing: Skillbuilding (2cr) **or**
- OA 124 Typing: Speed & Accuracy Devl. (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
AASAdmProfws.doc

AAS 5125

Division Director or Dean Signature Date
11/5/2009