

**Associate of Applied Science  
Business & Supervisory Management**

**AAS 5015**

**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**

<b>Composition</b>	Credits
WR 121 English Composition.....	3 <input type="checkbox"/> _____
<b>Speech</b>	
SP 111 Fundamentals of Speech .....	3 <input type="checkbox"/> _____
<b>Mathematics</b>	
MTH 095 Intermediate Algebra .....	4 <input type="checkbox"/> _____
<b>Health &amp; PE</b>	
HE 125 Occupational Safety & Health .....	3 <input type="checkbox"/> _____
<b>Perspectives</b>	
Science, Technology & Society	
HST 150 Science & Culture in the West Tradition.....	3 <input type="checkbox"/> _____ other course work may substitute _____
Cultural Diversity & Global Awareness	
BA 285 Business Relations/Global Economy .....	4 <input type="checkbox"/> _____

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 _____	AP 5015A 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"/>	BA 101	Introduction to Business .....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 206	Principles of Management .....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 215	Survey of Accounting.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 221	Production & Operation Management.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 223	Principles of Marketing.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 224	Human Resource Management .....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 226	Business Law .....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 260	Entrepreneurship & Small Business Mngt .....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 271	Information Technology in Business.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125	Intro to Software Applications .....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	EC 115	Outline of Economics.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	EC 220	Contem US Econ Issues: Discrimination. ....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	PE 231	Lifetime Health & Fitness.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	SD 101	Supervision: Fundamentals.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	SD 102	Supervision: Effective Communication.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	SD 103	Issues in Supervision .....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	SD 104	Supervision Skills .....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	SD 107	Business & Society.....	3	<input type="checkbox"/>	_____

Select One (see advisor)

- BA 280B/C CWE
- SD 280 CWE..... 3 - 6  \_\_\_\_\_

Select One

- WR 214 Business Communication..... 3  \_\_\_\_\_
- WR 227 Technical Report Writing .....
- Work with an advisor to select elective credits ..... 2 - 5  \_\_\_\_\_

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