

NAME _____

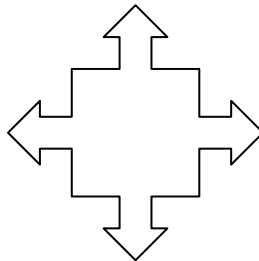
LBCC GRADUATION WORKSHEET 2009-2010 ID.NO _____

CERTIFICATE One Year

Accounting Clerk

C1 5050

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.**



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		C1 5050A BH

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

Official Use		Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
<input type="checkbox"/>	BA 2.530	Practical Accounting I	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 2.531	Practical Accounting II	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 2.532	Practical Accounting III.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA2.535	Payroll Accounting	2	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 2.684	Computerized Accounting.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 101	Intro to Business.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 226	Business Law.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125D	Intro to Databases	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 1250	Intro to Windows.....	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125S	Intro to Spreadsheets	1	<input type="checkbox"/>	_____
<input type="checkbox"/>	MTH 065	Elementary Algebra.....	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"/>	_____
<input type="checkbox"/>	SP 100	Intro to Speech Communications	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	WR 121	English Composition	3	<input type="checkbox"/>	_____
Select One					
<input type="checkbox"/>	BA 224	Human Resource Management.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 285	Business Relations/Global Economy.....	4	<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 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