

NAME \_\_\_\_\_

# LBCC GRADUATION WORKSHEET 2003- 2004

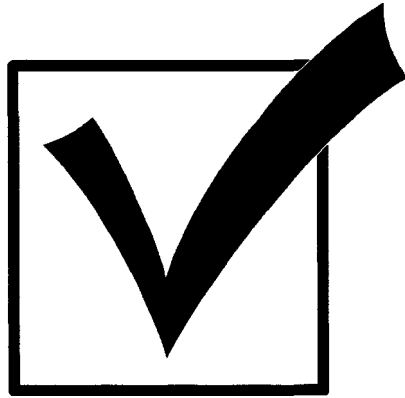
ID. NO. \_\_\_\_\_

## CERTIFICATE

C 5110

Basic Computer Support

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

Denied

Registrar \_\_\_\_\_

Date \_\_\_\_\_

C 5110 TB

**PROGRAM REQUIREMENTS LISTED ON REVERSE SIDE**

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**

		Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
BA 2.108	Customer Service .....	2	<input type="checkbox"/>	_____	_____
BA 2.569	First Course in Computers .....	2	<input type="checkbox"/>	_____	_____
CIS 125O	Introduction to Windows .....	1	<input type="checkbox"/>	_____	_____
CIS 125S	Introduction to Spreadsheets .....	1	<input type="checkbox"/>	_____	_____
CS 2.801	A+ Certification Preparation .....	5	<input type="checkbox"/>	_____	_____
CS 145	Hardware/Software Selection & Support .....	3	<input type="checkbox"/>	_____	_____
CS 279	Network Management .....	3	<input type="checkbox"/>	_____	_____
CS 280	CWE Computer Systems .....	3	<input type="checkbox"/>	_____	_____
MTH 060	Introduction to Algebra .....	4	<input type="checkbox"/>	_____	_____
OA 202	MS Word for Business .....	2	<input type="checkbox"/>	_____	_____
SP 1.103	Occupational Speech Communication .....	3	<input type="checkbox"/>	_____	_____

CHANGES MUST ALSO BE APPROVED BY  
DIVISION DIRECTOR OR DEAN

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