

**2011-2012 PETITION/PROGRAM SHEET**  
**Degree: Associate of Applied Science**  
**Major: Administrative Office Technology**  
**Emphasis: Administrative Professional**

**About This Emphasis . . .**

This program prepares students to be effective, efficient office professionals. Students develop skills in office procedures, word processing, grammar, records management, oral presentations, information systems, current software programs, human relations and communications. The administrative professional curriculum prepares the student to be effective support staff in business, government or non-profit organizations. Students learn document preparation, records management, bookkeeping, office procedures, office software, and basic research.

**POLICIES:**

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the WCCC Director for signature.
5. Finally, the WCCC Director or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

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**NAME:** \_\_\_\_\_ **STUDENT ID #** \_\_\_\_\_

**LOCAL ADDRESS AND PHONE NUMBER:** \_\_\_\_\_  
 \_\_\_\_\_ ( ) \_\_\_\_\_

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I, (Signature) \_\_\_\_\_, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

\_\_\_\_\_  
 Signature of Advisor Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature of WCCC Director Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature of Registrar Date \_\_\_\_\_ 20\_\_\_\_

**Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.**

**Degree Requirements:**

- 60 semester hours total ( A minimum of 16 taken at CMU in no fewer than two semesters)
- 2.00 cumulative GPA or higher in all CMU coursework and a “C” or better must be achieved in achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the CMU graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student’s responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student’s faculty advisor and Department Head.
- When filling out the program sheet a course can be used only once.
- See the “Undergraduate Graduation Requirements” in the catalog for additional graduation information.

**GENERAL EDUCATION REQUIREMENTS** (18 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course No	Title	Sem.hrs	Grade	Term/Trns
<b>English</b> (6 semester hours)				
ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____
<b>Math: MATH 113 or UTEC 107</b> (4 semester hours)				
_____	_____	4	_____	_____

Course No	Title	Sem.hrs	Grade	Term/Trns
<b>Social and Behavioral Sciences, Humanities or Selected Speech Courses</b> (6 semester hours)				
_____	_____	3	_____	_____
_____	_____	3	_____	_____
<b>Kinesiology</b> (2 semester hours)				
KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____

**ASSOCIATE OF APPLIED SCIENCE: ADMINISTRATIVE OFFICE TECHNOLOGY – ADMINISTRATIVE PROFESSIONAL COURSE REQUIREMENTS**  
(44 semester hours)

**Core Classes**

BUGB 211	Business Communications	3	_____	_____
OFAD 221	Transcription	3	_____	_____
OFAD 101	Office Bookkeeping	3	_____	_____
OFAD 105	Ten Key	3	_____	_____
OFAD 153	Word Processing I	2	_____	_____
OFAD 206	Computerized Bookkeeping	3	_____	_____
OFAD 269	Complete PC Database	3	_____	_____
OFAD 201	Office Procedures	3	_____	_____
OFAD 202	Records Management	3	_____	_____
OFAD 253	Word Processing II.	3	_____	_____
OFAD 293	Cooperative Education	3	_____	_____
OFAD 208	Spreadsheets	3	_____	_____
OFAD 267	Presentation, Publishing & Desktop Management Software	3	_____	_____

**Electives** (6 semester hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF APPLIED SCIENCE WITH A MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY, EMPHASIS IN ADMINISTRATIVE PROFESSIONAL**

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

**FRESHMAN YEAR**

<b>First Semester</b>		<b>Hours</b>	<b>Second Semester</b>		<b>Hours</b>
OFAD 105	Ten Key	2	ENGL 112	English Composition	3
ENGL 111	English Composition	3	Soc/Beh. Sci, Humanities, or Applied Studies		3
KINE 100	Health and Wellness	1	UTEC 107	Mathematics for Technology <b>or</b>	
OFAD 101	Office Bookkeeping	3	MATH 113	College Algebra	4
OFAD 153	Word Processing I	3	OFAD 206	Computerized Bookkeeping	3
Soc/Beh. Sci, Humanities, or Applied Studies		<u>3</u>	OFAD 253	Word Processing II	<u>3</u>
		15			16

**SOPHOMORE YEAR**

<b>Third Semester</b>		<b>Hours</b>	<b>Fourth Semester</b>		<b>Hours</b>
OFAD 202	Records Management	3	OFAD 201	Office Procedures	3
OFAD 267	Presentation, Publishing & Desk Top Management Software	3	BUGB 211	Business Communications	3
OFAD 269	Complete PC Database	3	KINA	Activity	1
OFAD 221	Transcription	3	OFAD 208	Spreadsheets	3
Elective OFAD or General Education		<u>3</u>	OFAD 293	Cooperative Education	3
		15	Elective OFAD or General Education		<u>3</u>
					16