

**2011-2012 PETITION/PROGRAM SHEET**  
**Degree: Associate of Arts**  
**Major: Liberal Arts**  
**Emphasis: Business Computer Information Systems**

**About This Emphasis . . .**

The Associate of Arts (A.A.) degree is designed for students who intend to continue their education and obtain a baccalaureate degree. The A.A. is the appropriate choice for students who will take upper division coursework in the arts, humanities, or social and behavioral sciences. The degree program includes the Colorado Statewide General Education Core and meets the lower-division general education requirements at most public institutions in Colorado.

The CIS A.A. degree, in addition to providing students with all of their general education is useful in giving students a working knowledge of computer hardware and software. Common productivity tools such as presentation software, spreadsheets and database management software used in businesses are presented. This skill set will give students an edge in most future classes they intend to take. If a student stops with only an associate's degree, the CIS A.A. provides skills that can be used in the workplace immediately.

**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 Department Head for signature.
5. Finally, the Department Head 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).

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

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

\_\_\_\_\_ ( ) \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Date

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 toward the major content area
- A grade of "C" or higher must be earned in all general education courses in order to be accepted for the transfer under the Core Transfer Agreements.
- 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** (31 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 |
|-----------|-------|---------|-------|------|
|-----------|-------|---------|-------|------|

**English** (6 semester hours, must receive a grade of "C" or better and must be completed by the time the student has 60 semester hours.)

|          |                     |   |       |       |
|----------|---------------------|---|-------|-------|
| ENGL 111 | English Composition | 3 | _____ | _____ |
| ENGL 112 | English Composition | 3 | _____ | _____ |

**Math:** MATH 113 or higher (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

|          |                 |    |       |       |
|----------|-----------------|----|-------|-------|
| MATH 113 | College Algebra | 4* | _____ | _____ |
|----------|-----------------|----|-------|-------|

\*3 credits apply to the General Ed requirements and 1 credit applies to elective credit

**Humanities** (3 semester hours)

\_\_\_\_\_

**Social and Behavioral Sciences** (6 semester hours)

\_\_\_\_\_

\_\_\_\_\_

| Course No   | Title   | Sem.hrs | Grade | Term  |
|---|---------|---------|-------|-------|
| <b>Natural Sciences</b> (7 semester hours, one course must include a lab) |         |         |       |       |
| _____   | _____   | _____   | _____ | _____ |
| _____   | _____   | _____   | _____ | _____ |
| _____   | L _____ | _____   | _____ | _____ |

**History:** (3 semester hours)  
 HIST \_\_\_\_\_

**Fine Arts** (3 semester hours)

\_\_\_\_\_

**OTHER LOWER DIVISION REQUIREMENTS** (5 semester hours)

**Kinesiology** (2 semester hours)

|          |                     |   |       |       |
|----------|---------------------|---|-------|-------|
| KINE 100 | Health and Wellness | 1 | _____ | _____ |
| KINA 1   | _____               | 1 | _____ | _____ |

**Applied Studies** (3 semester hours)

\_\_\_\_\_

**BUSINESS COMPUTER INFORMATION SYSTEMS EMPHASIS REQUIREMENTS** (18 semester hours)

**Business Courses**

|          |                                    |   |       |       |
|----------|------------------------------------|---|-------|-------|
| ACCT 201 | Principles of Financial Accounting | 3 | _____ | _____ |
| BUGB 211 | Business Communications            | 3 | _____ | _____ |
| CISB 205 | Advanced Business Software         | 3 | _____ | _____ |
| CISB 210 | Fundamentals of Info Systems       | 3 | _____ | _____ |
| CISB 260 | Information Systems Architecture   | 3 | _____ | _____ |

|          |   |   |       |       |
|----------|---|---|-------|-------|
| CISB 206 | Business Database Application Programming | 3 | _____ | _____ |
|----------|---|---|-------|-------|

**OR**

|           |                       |   |       |       |
|-----------|-----------------------|---|-------|-------|
| *CSCI 110 | Beginning Programming | 3 | _____ | _____ |
|-----------|-----------------------|---|-------|-------|

**OR**

|           |                              |   |       |       |
|-----------|------------------------------|---|-------|-------|
| *CSCI 111 | CS1: Foundations of Comp Sci | 3 | _____ | _____ |
|-----------|------------------------------|---|-------|-------|

**OR**

Object Oriented Programming Course approved by CIS advisor, specifically: \_\_\_\_\_ 3 \_\_\_\_\_

\* Courses require additional pre-requisites beyond those required for the degree.

**Electives** (6 semester hours)

(Recommended: TECI 260 Info Tech Hardware & System Software)

|           |                 |   |       |       |
|-----------|-----------------|---|-------|-------|
| *MATH 113 | College Algebra | 1 | _____ | _____ |
|-----------|-----------------|---|-------|-------|

\_\_\_\_\_

\_\_\_\_\_

**SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF ARTS WITH A MAJOR IN LIBERAL ARTS - EMPHASIS IN BUSINESS COMPUTER INFORMATION SYSTEMS**

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**

| <u>Fall Semester</u> |                                     | <u>Hours</u> | <u>Spring Semester</u> |                                    | <u>Hours</u> |
|----------------------|-------------------------------------|--------------|------------------------|------------------------------------|--------------|
| ENGL 111             | English Composition                 | 3            | ENGL 112               | English Composition                | 3            |
| CISB 210             | Fundamentals of Information Systems | 3            | CISB 205               | Advanced Business Software         | 3            |
| MATH 113             | College Algebra                     | 4            |                        | General Education History          | 3            |
| General Education    | Social/Behavioral Science           | 3            |                        | General Education Natural Sciences | 3            |
| KINE 100             | Health and Wellness                 | 1            |                        | General Education Humanities       | <u>3</u>     |
| KINA                 | Activity                            | <u>1</u>     |                        |                                    | 15           |
|                      |                                     | 15           |                        |                                    |              |

**SOPHOMORE YEAR**

| <u>Fall Semester</u> |                                       | <u>Hours</u> | <u>Spring Semester</u> |   | <u>Hours</u> |
|----------------------|---------------------------------------|--------------|------------------------|---|--------------|
| ACCT 201             | Principles of Financial Accounting    | 3            | CISB 260               | Information Systems Architecture            | 3            |
| BUGB 211             | Business Communications               | 3            |                        | General Education Applied Studies           | 3            |
| CISB 206             | Bus. Database Application Programming | 3            |                        | General Education Natural Science with Lab  | 4            |
| <b>OR</b> CSCI 110   | Beginning Programming                 | 3            |                        | General Education Social/Behavioral Science | 3            |
| General Education    | Fine Arts                             | <u>3</u>     |                        | Elective                                    | <u>2</u>     |
|                      |                                       | 15           |                        |   | 15           |