2011-2012 PETITION/PROGRAM SHEET
Degree: Associate of Arts
Major: Liberal Arts
Emphasis: Administrative Office Technology

About This Emphasis . . .

This program prepares students to be effective and 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 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.

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, 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).

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.

_____   _____20_____
Signature of Advisor   Date

_____   _____20_____
Signature of WCCC Director   Date

_____   _____20_____
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 and a grade of "C" or better must be earned 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/Trns

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 110 **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 1___ _____ ____ _____ _____

Course No Title	Sem.hrs	Grade	Term/Trns

Humanities (3 semester hours)
_____ ____ _____ ____ _____ _____

Social and Behavioral Sciences (6 semester hours)
_____ ____ _____ 3 _____ _____
_____ ____ _____ 3 _____ _____

Natural Sciences (7 semester hours, one course must include a lab)
_____ ____ _____ ____ _____ _____
_____ ____ _____ ____ _____ _____
_____ ___L _____ ____ _____ _____

History: (3 semester hours)
HIST ____ _____ ____ _____ _____

Fine Arts: (3 semester hours)
_____ ____ _____ ____ _____ _____

OTHER LOWER DIVISION REQUIRMENTS (5 semester hours)

Kinesiology (2 semester hours)
KINE 100   Health and Wellness   1   _____ _____
KINA 1____ _____ 1   _____ _____

Applied Studies (3 semester hours)
_____ ____ _____ ____ _____ _____

ADMINISTRATIVE OFFICE TECHNOLOGY EMPHASIS REQUIREMENTS (27 Semester Hours)

Required Courses
ACCT 201   Principles of Financial Acct   3   _____ _____
BUGB 211   Business Communications   3   _____ _____
CISB 101   Business Info Technology   3   _____ _____
MANG 201   Principles of Management   3   _____ _____
OFAD 153   Word Processing I   3   _____ _____
OFAD 201   Office Procedures   3   _____ _____
OFAD 202   Records Management   3   _____ _____
OFAD 253   Word Processing II   3   _____ _____

Electives
_____ ____ _____ 3 _____ _____

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF ARTS WITH A MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY

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

Fall Semester		Hours	Spring Semester		Hours
ENGL 111	English Composition	3	ENGL 112	English Composition	3
CISB 101	Business Information Technology	3	KINA	Aerobic Activity	1
OFAD 153	Word Processing I	3	OFAD 253	Word Processing II	3
General Education History		3	General Education Humanities		3
General Education Social and Behavioral Science		3	General Education Mathematics		3
KINE 100	Health and Wellness	1	General Education Social/Behavioral Science		3
		16			16

SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
ACCT 201	Principles of Financial Accounting	3	OFAD 201	Office Procedures	3
BUGB 211	Business Communications	3	MANG 201	Principles of Management	3
OFAD 202	Records Management	3	General Education Science with Lab		4
General Education		3	Elective		3
General Education Fine Arts		3	General Education Natural Science		3
		15			16