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.

For more information on what you can do with this major, go to http://www.coloradomesa.edu/wccc/programs.html.

All CMU associate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. create professional business documents
2. produce professional financial documents
3. provide excellent internal and external customer service
4. use business software applications proficiently
5. be effective, efficient, entry level office professionals
6. demonstrate trustworthiness, confidentiality, dependability, self-motivation, and attitude

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 have read and understand the policies listed on the last page of this 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 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.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Sem.hrs</th>
<th>Grade</th>
<th>Term/Trns</th>
</tr>
</thead>
</table>

**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

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<thead>
<tr>
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<th>Title</th>
<th>Sem.hrs</th>
<th>Grade</th>
<th>Term/Trns</th>
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**Humanities** (3 semester hours)

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<th>Course No</th>
<th>Title</th>
<th>Sem.hrs</th>
<th>Grade</th>
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</table>

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

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<tr>
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<th>Title</th>
<th>Sem.hrs</th>
<th>Grade</th>
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</thead>
</table>

**Natural Sciences** (7 semester hours, one course must include a lab)

<table>
<thead>
<tr>
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<th>Sem.hrs</th>
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<th>Term/Trns</th>
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</thead>
</table>

**History:** (3 semester hours)
- HIST

**Fine Arts:** (3 semester hours)

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<thead>
<tr>
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</tr>
</thead>
</table>

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

- Wellness (2 semester hours)
  - KINE 100 Health and Wellness 1
  - KINA 1

- Applied Studies (3 semester hours)

<table>
<thead>
<tr>
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<th>Term/Trns</th>
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</table>

**ADMINISTRATIVE OFFICE TECHNOLOGY EMPHASIS REQUIREMENTS** (27 Semester Hours)

**Required Courses**
- ACCT 201 Principles of Financial Acct 3
- BUGC 211 Business Communications 3
- CISB 101 Business Info Technology 3
- MANG 201 Principles of Management 3
- OFAD 153 Word Processing 3
- OFAD 201 Office Procedures 3
- OFAD 202 Records Management 3

**Restricted Electives**
- OFAD Electives (see below) 6

**OFAD Restricted Electives**
- OFAD 120 Internet and Social Networking 3
- OFAD 125 Multimedia and Web Editing 3
- OFAD 221 Voice Recognition and Business Editing 3
- OFAD 267 Presentation, Publishing & Desk Top Management Software 3
- OFAD 269 Complete PC Database 3
- OFAD 208 Spreadsheets 3
- OFAD 291 Service Learning 3-12

Associate of Arts: Administrative Office Technology

2014-2015 Program Sheet, Page 2 of 3

Posted June 2014
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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Hours</th>
<th>Spring Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111 English Composition</td>
<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>CISB 101 Business Information Technology</td>
<td>3</td>
<td>KINA Aerobic Activity</td>
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<tr>
<td>OFAD 153 Word Processing</td>
<td>3</td>
<td>OFAD Elective</td>
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</tr>
<tr>
<td>General Education History</td>
<td>3</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>General Education Social and Behavioral Science</td>
<td>3</td>
<td>General Education Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>KINE 100 Health and Wellness</td>
<td>1</td>
<td>General Education Social/Behavioral Science</td>
<td>3</td>
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<td>16</td>
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</tbody>
</table>

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Hours</th>
<th>Spring Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201 Principles of Financial Accounting</td>
<td>3</td>
<td>OFAD 201 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUGB 211 Business Communications</td>
<td>3</td>
<td>MANG 201 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 202 Records Management</td>
<td>3</td>
<td>General Education Science with Lab</td>
<td>4</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
<td>OFAD Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Fine Arts</td>
<td>3</td>
<td>General Education Natural Science</td>
<td>3</td>
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<td></td>
<td>15</td>
<td></td>
<td>16</td>
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</tbody>
</table>

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, 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).