



**2014-2015 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.

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 \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature of Department Head Date \_\_\_\_\_ 20\_\_\_\_

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

**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
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**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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Course No Title	Sem.hrs	Grade	Term/Trns
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**Humanities** (3 semester hours)

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

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

**Wellness** (2 semester hours)

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

**Applied Studies** (3 semester hours)

_____	_____	_____	_____
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**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	3	_____	_____
OFAD 201 Office Procedures	3	_____	_____
OFAD 202 Records Management	3	_____	_____

**Restricted Electives**

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

<b>OFAD 120</b>	<b>Internet and Social Networking</b>	<b>3</b>
<b>OFAD 125</b>	<b>Multimedia and Web Editing</b>	<b>3</b>
<b>OFAD 221</b>	<b>Voice Recognition and Business Editing</b>	<b>3</b>
<b>OFAD 267</b>	<b>Presentation, Publishing &amp; Desk Top Management Software</b>	<b>3</b>
<b>OFAD 269</b>	<b>Complete PC Database</b>	<b>3</b>
<b>OFAD 208</b>	<b>Spreadsheets</b>	<b>3</b>
<b>OFAD 291</b>	<b>Service Learning</b>	<b>3-12</b>

## 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	3	OFAD            Elective	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	<u>1</u>	General Education Social/Behavioral Science	<u>3</u>
	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	OFAD            Elective	3
General Education Fine Arts	<u>3</u>	General Education Natural Science	<u>3</u>
	15		16

#### 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).