



2014-2015 PETITION/PROGRAM SHEET

Award: Technical Certificate

Program of Study: Process Systems Technology

Specialization: Electronics Technician

About This Certificate . . .

Students enrolled in Process Technology Program learn a multitude of skills to help prepare them to enter a variety of careers: Entry level employment as electronics technicians, process operators or technicians, related to computer systems, computer system administration and networking, electronics, and telecommunications engineering. Students begin the program studying basic core classes including communications, DC/AC circuitry, information technology hardware and software, and Cisco Systems Network training.

The coursework in this certificate is aligned with the Associate Level certification called the Associate Certified Electronics Technician (CeTa) is given by the ETA. This represents the electronics industry, which incorporates from the technician and educator to the corporate institution. Widely known for electronics certification programs and accredited by the [International Certification Accreditation Council \(ICAC\)](#), Program content has been structured to give a basic education to all graduates entering this field.

All CMU certificate 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. Apply business communication using listening, verbal and written and electronic forms that are needed for entry level employment. (Communication Fluency)
2. Apply mathematical and applied physics concepts for industry to meet employment requirements. (Quantitative Fluency)
3. Research, evaluate, synthesize and apply information/data relevant to business, sciences and technical careers. (Critical Thinking)
4. Demonstrate knowledge of terminology, symbols, business practices, and principles and application of technical skills. (Specialized Knowledge)
5. Perform the necessary applied skill sets to fulfill the needs of entry level employment. (Applied Learning)
6. Demonstrate ethical, civic and work place responsibility as part of professional behavior. (Specialized Knowledge)

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 _____ 20_____
Date

Signature of the Department Head _____ 20_____
Date

Signature of Registrar _____ 20_____
Date

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

Degree Requirements:

- 16 semester hours total .
- 2.00 cumulative GPA or higher in all CMU coursework and a “C” or better must be achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student’s responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head. Courses related to teacher licensure must also be approved by the Teacher Education Dept.
- 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.

TECHNICAL CERTIFICATE: Electronics Technician

(16 semester hours)

Course No	Title	Sem.hrs	Grade	Term
<u>Core Classes</u>				
PROS 117	Electronics I	3	_____	_____
MATH 108	Technical Mathematics	4	_____	_____
TECI 132	Intro to IT Hardware and System Software	3	_____	_____
PROS 118	Electronics II	3	_____	_____
PROS 130	Instrumentation	<u>3</u>	_____	_____
		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, 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).