



2015-2016 PETITION/PROGRAM SHEET
Degree: Associate of Applied Science
Major: Administrative Office Technology
Emphasis: Administrative Professional

About This Emphasis . . .

This program prepares students to be effective, 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 administrative professional curriculum prepares the student to be effective support staff in business, government or non-profit organizations. Students learn document preparation, records management, bookkeeping, office procedures, office software, and basic research.

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. Students will have the ability to create professional business documents per industry standards. (Communication Fluency)
2. Students will have the ability to produce professional financial documents per industry standards. (Quantitative Fluency)
3. Students will have the ability to provide excellent internal and external customer service. (Applied Learning)
4. Students will have the ability to use business software applications proficiently. (Critical Thinking)
5. Students will have the ability to be effective, efficient, entry level office professionals. (Applied Learning)
6. Students will appreciate the significance of trustworthiness, confidentiality, dependability, self-motivation, and attitude. (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

Date

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Signature of Department Head

Date

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Signature of Registrar

Date

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DEGREE REQUIREMENTS:

- 64 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 “C” or better must be achieved in achieved in coursework toward major content area.
- 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.

ESSENTIAL LEARNING REQUIREMENTS (Minimum 15 semester hours) See the current catalog for a list of courses that fulfill the requirements below. If a course is on the Essential Learning 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 Essential Learning requirement. The Essential Learning capstone course and co-requisite Essential Speech course (required for bachelor’s degrees) cannot be used as options for the below requirements.

Course No	Title	Sem.hrs	Grade	Term/Trns
Communication (6 semester hours)				
ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____
-OR-				
ENGL 111	English Composition and	3	_____	_____
SPCH 101	Interpersonal Communication or	3	_____	_____
SPCH 102	Speechmaking	3	_____	_____
Mathematics: MATH 107 or higher (Minimum 3 semester hours)				
_____	_____	3	_____	_____

Course No	Title	Sem.hrs	Grade	Term/Trns
Social Sciences, Natural Science, Fine Arts or Humanities (6 semester hours)				
_____	_____	3	_____	_____
_____	_____	3	_____	_____
WELLNESS REQUIREMENT (2 semester hours)				
KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____

ASSOCIATE OF APPLIED SCIENCE: ADMINISTRATIVE OFFICE TECHNOLOGY – ADMINISTRATIVE PROFESSIONAL COURSE REQUIREMENTS (47semester hours)

Core Classes				
BUGB 211	Business Communications	3	_____	_____
OFAD 221	Voice Recognition and Business Editing	3	_____	_____
OFAD 101	Office Bookkeeping	3	_____	_____
OFAD 105	Ten Key	2	_____	_____
OFAD 153	Word Processing	3	_____	_____
OFAD 206	Computerized Bookkeeping	3	_____	_____
OFAD 269	Complete PC Database	3	_____	_____
OFAD 201	Office Procedures	3	_____	_____
OFAD 202	Records Management	3	_____	_____
OFAD125	Multimedia and Web Editing	3	_____	_____
OFAD 291	Service Learning	3	_____	_____
OFAD 208	Spreadsheets	3	_____	_____
OFAD 267	Presentation, Publishing & Desktop Management Software	3	_____	_____
OFAD 120	Internet and Social Networking	3	_____	_____
MGDA 111	Digital Image Editing	3	_____	_____
MGDA 112	Adobe Illustrator I	3	_____	_____

*Please see your advisor for requirements specific to this program.

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF APPLIED SCIENCE WITH A MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY, EMPHASIS IN ADMINISTRATIVE PROFESSIONAL

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

First Semester	Hours	Second Semester	Hours
ENGL 111	English Composition	ENGL 112	English Composition OR SPCH 101/102
KINE 100	Health and Wellness		Social Sciences, Natural Science, Fine Arts or Humanities *
OFAD 101	Office Bookkeeping	MATH 107	Career Mathematics
OFAD 153	Word Processing	OFAD 206	Computerized Bookkeeping
OFAD 120	Internet and Social Networking	OFAD 125	Multimedia and Web Editing
Social Sciences, Natural Science, Fine Arts or Humanities *	<u>3</u>		<u>15</u>
	16		

SOPHOMORE YEAR

Third Semester	Hours	Fourth Semester	Hours
OFAD 202	Records Management	OFAD 201	Office Procedures
OFAD 267	Presentation, Publishing & Desk Top Management Software	BUGB 211	Business Communications
OFAD 208	Spreadsheets	KINA	Activity
OFAD 221	Voice Recognition and Business Editing	OFAD 269	Complete PC Database
MGDA 111	Digital Image Editing	OFAD 291	Service Learning
OFAD 105	Ten Key	MGDA 112	Adobe Illustrator I
	<u>2</u>		<u>3</u>
	17		16

POLICIES:

1. Please see the catalog for a complete list of graduation requirements.
2. 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.** 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. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature. Finally, the Department Head will submit the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
4. 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.
5. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).