



2015-2016 PETITION/PROGRAM SHEET

Degree: Associate of Arts

Major: Liberal Arts

Emphasis: Business Computer Information Systems

About This Emphasis . . .

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 Essential Learning Core and meets the lower-division Essential Learning requirements at most public institutions in Colorado.

The CIS A.A. degree, in addition to providing students with all of their Essential Learning is useful in giving students a working knowledge of computer hardware and software. Common productivity tools such as presentation software, spreadsheets and database management software used in businesses are presented. This skill set will give students an edge in most future classes they intend to pursue. If a student stops with only an associate's degree, the CIS A.A. provides skills that can be used in the workplace immediately.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/career/whatmajor.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. Locate, gather and organize information on an assigned computer information topic. (Specialized Knowledge)
2. Recognize mathematical concepts and methods in relation to computer information systems issues. (Quantitative Fluency)
3. Communicate clearly and appropriately basic computer information systems information. (Communication Fluency)
4. Describe beginning computer information systems concepts in appropriate business contexts. (Critical Thinking)

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 toward the major content area.
- A grade of "C" or higher must be earned in all Essential Learning 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.

ESSENTIAL LEARNING (31 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
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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 113 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 113	College Algebra	4*		
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*3 credits apply to the Essential Learning requirements and 1 credit applies to elective credit

Humanities (3 semester hours)

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Course No	Title	Sem.hrs	Grade	Term
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Social and Behavioral Sciences (6 semester hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

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

HIST _____	_____	_____	_____	_____
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Fine Arts (3 semester hours)

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WELLNESS REQUIREMENT (2 semester hours)

KINE 100	Health and Wellness	1		
KINA 1	_____	1		

BUSINESS COMPUTER INFORMATION SYSTEMS EMPHASIS REQUIREMENTS (21 semester hours)

Business Courses

ACCT 201	Principles of Financial Accounting	3		
BUGB 211	Business Communications	3		
CISB 205	Advanced Business Software	3		
CISB 101	Business Information Tech	3		
TECI 260	IT Hardware & System SW	3		
CISB 210	Fundamentals of Info Systems	3		
CISB 206	Business Application Programming	3		

OR

*CSCI 111	CS1: Foundations of Comp Sci	3		
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OR

Object Oriented Programming Course approved by CIS advisor, specifically: _____	3			
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* Courses require additional pre-requisites beyond those required for the degree.

Electives (6 semester hours)

*MATH 113	College Algebra	1		
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF ARTS WITH A MAJOR IN LIBERAL ARTS - EMPHASIS IN BUSINESS COMPUTER INFORMATION SYSTEMS

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 Tech	3	CISB 205 Advanced Business Software	3
MATH 113 College Algebra	4	ESSL History	3
ESSL Social/Behavioral Science	3	ESSL Natural Sciences	3
KINE 100 Health and Wellness	1	ESSL Humanities	<u>3</u>
KINA Activity	<u>1</u>		15
	15		

SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
ACCT 201 Principles of Financial Accounting	3	TECI 260 IT Hardware & Systems Software	3
BUGB 211 Business Communications	3	CISB 210 Fundamentals of Information Systems	3
CISB 206 Bus. Application Programming		ESSL Natural Science with Lab	4
OR CSCI 111 Beginning Programming	3	ESSL Social/Behavioral Science	3
ESSL Fine Arts	3	Elective	<u>2</u>
Elective	<u>3</u>		15
	15		

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 capstone exit assessment/project.