



2015-2016 PETITION/PROGRAM SHEET

Award: Technical Certificate

Program of Study: Administrative Office Technology

Specialization: General Office Administration

About This Certificate . . .

This program prepares students to be effective, efficient, entry-level office professionals. Students develop skills in electronic office procedures, word processing, grammar, records management, current software programs, and bookkeeping skills. The general office administration curriculum prepares the student to be effective support staff in business, government or non-profit organizations. Students learn document preparation, records management, bookkeeping, and office software.

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

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. 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 _____ 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:

- 2.00 cumulative GPA or higher in all CMU coursework and a “C” or better must be achieved in each course which comprises the area of emphasis or specialization.
- 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: ADMINISTRATIVE OFFICE TECHNOLOGY – GENERAL OFFICE ADMINISTRATION

(32 semester hours)

Course No	Title	Sem.hrs	Grade	Term/Trns
<u>Core Classes</u>				
OFAD 101	Office Bookkeeping	3	_____	_____
OFAD 105	Ten Key	2	_____	_____
OFAD 153	Word Processing	3	_____	_____
OFAD 201	Office Procedures	3	_____	_____
OFAD 202	Records Management	3	_____	_____
OFAD 206	Computerized Bookkeeping	3	_____	_____
OFAD 208	Spreadsheets	3	_____	_____
OFAD 267	Presentation, Publishing & Desk Top Management Software	3	_____	_____
OFAD 269	Complete PC Database	3	_____	_____
OFAD	Elective	3	_____	_____
OFAD	Elective	3	_____	_____

OFAD Electives

OFAD 120	Internet and Social Networking	3
OFAD 125	Multimedia and Web Editing	3
OFAD 291	Service Learning	3
OFAD 221	Voice Recognition and Business Editing	3

SUGGESTED COURSE SEQUENCING FOR THE TECHNICAL CERTIFICATE WITH A PROGRAM OF STUDY IN ADMINISTRATIVE OFFICE TECHNOLOGY – SPECIALIZATION IN GENERAL OFFICE ADMINISTRATION

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.

<u>First Semester</u>		<u>Hours</u>	<u>Second Semester</u>		<u>Hours</u>
OFAD 153	Word Processing	3	OFAD 201	Office Procedures	3
OFAD 202	Records Management	3	OFAD	Elective	3
OFAD 101	Office Bookkeeping	3	OFAD 206	Computerized Bookkeeping	3
OFAD	Elective	3	OFAD 105	Ten Key	2
OFAD 267	Presentation, Publishing & Desk Top Management Software	3	OFAD 269	Complete PC Database	<u>3</u>
					14
OFAD 208	Spreadsheets	<u>3</u>			
		18			

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).
6. NOTE: Students should consult the Financial Aid Office for eligibility requirements for undergraduate and graduate certificates.