2016-2017 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.

_____   _____20_____
Signature of Advisor   Date

_____   _____20_____
Signature of Department Head   Date

_____   _____20_____
Signature of Registrar   Date

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 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 "Requirements for Undergraduate Degrees and Certificates" in the catalog for additional graduation information.

ESSENTIAL LEARNING REQUIREMENTS (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/Trns

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.)

Course	Title	Sem.hrs	Grade	Term/Trns
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___ _____ ____ _____ _____

Course No	Title	Sem.hrs	Grade	Term/Trns

Humanities (3 semester hours)
_____ ____ _____ ____ _____ _____

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 ____ _____ ____ _____ _____

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

WELLNESS REQUIRMENT (2 semester hours)

Course	Title	Sem.hrs	Grade	Term/Trns
KINE 100	Health and Wellness	1	_____ _____
KINA 1____	_____	1	_____ _____

ADMINISTRATIVE OFFICE TECHNOLOGY EMPHASIS REQUIREMENTS (27 Semester Hours)

Required Courses

Course	Title	Sem.hrs	Grade	Term/Trns
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

Course	Title	Sem.hrs	Grade	Term/Trns
OFAD	Electives (see below)	6	_____ _____

General Elective
_____ ____ _____ 3 _____ _____

OFAD Restricted Electives

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

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
Essential Learning	History	3	Essential Learning	Humanities	3
Essential Learning	Social and Behavioral Science	3	Essential Learning	Mathematics	3
KINE 100	Health and Wellness	1	Essential Learning	Social/Behavioral Science	3
		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	Essential Learning	Science with Lab	4
General Elective		3	OFAD	Elective	3
Essential Learning	Fine Arts	3	Essential Learning	Natural Science	3
		15			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 capstone exit assessment/project.