



2005 – 06 PETITION/PROGRAM SHEET
Degree: Associate of Arts
Emphasis: Business Computer Information Systems
www.mesastate.edu/schools/sbps/cis

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 General Education Core and meets the lower-division general education requirements at most public institutions in Colorado.

The CIS A.A. degree, in addition to providing students with all of their general education is useful in giving students a working knowledge of computer hardware and software. They learn to use common productivity tools such as presentation software, spreadsheets and database management software. This skill set will give students an edge in most future classes that they intend to take. If a student stops with only an associate’s degree, the CIS A.A. provides several skills that he/she can use in the workplace immediately.

POLICIES:

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see your MSC Catalog for a complete list of graduation requirements.
2. You must go to the Registrar’s Office and fill out the “Intent to Graduate” form **at the beginning of the semester prior to graduating.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to graduating, no later than October 1 for Spring graduates, 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 will be required to take a Major Field Achievement Test (Exit Exam).

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 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____

GENERAL EDUCATION REQUIREMENTS (34 Semester Hours)

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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English and Speech: ENGL 111 and 112, SPCH 102 (9 semester hours, must earn a grade of "C" or above in ENGL 111 and 112)

ENGL	<u>111</u>	<u>3</u>	___	___	___	___
ENGL	<u>112</u>	<u>3</u>	___	___	___	___
SPCH	<u>102</u>	<u>3</u>	___	___	___	___

Physical Sciences/Math/Statistics (7-10 semester hours)

Science (minimum 4 semester hours)

___	___	___	___	___	___	___
___	___	___	___	___	___	___

Math/Statistics (minimum 3 semester hours, must earn a "C" or above)

___	___	___	___	___	___	___
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<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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Social and Behavioral Sciences: (9 Semester Hours)
(Minimum of 2 different disciplines)

___	___	___	___	___	___	___
___	___	___	___	___	___	___
___	___	___	___	___	___	___

Humanities (9 semester hours)

(Minimum of 2 different disciplines)

___	___	___	___	___	___	___
___	___	___	___	___	___	___
___	___	___	___	___	___	___

Human Performance and Wellness (2 semester hours) HPWA 100 and one HPWE activity

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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HPWA	<u>100</u>	<u>1</u>	___	___	___	___
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<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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HPWE	___	<u>1</u>	___	___	___	___
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Business Computer Information Systems Emphasis Requirements (18 Semester Hours)

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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ACCT	<u>201</u>	___	___	___	___	___
BUGB	<u>211</u>	___	___	___	___	___
CISB	<u>205</u>	___	___	___	___	___

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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CISB	<u>210</u>	___	___	___	___	___
CSCI	<u>110</u>	___	___	___	___	___
TECI	<u>260</u>	___	___	___	___	___

Electives (6 Semester Hours) Any college level undergraduate courses excluding HPWE.

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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___	___	___	___	___	___	___
___	___	___	___	___	___	___

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
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___	___	___	___	___	___	___
___	___	___	___	___	___	___

- 60 semester hours are required for the Associate of Arts degree. Must meet the academic residency requirements.
- A cumulative grade point average of 2.0 or higher must be maintained for all courses taken and within the Business Computer Information Systems area of emphasis.
- A grade of "C" or higher must be earned in all general education courses in order to be accepted for the transfer under the Core Transfer Agreements.
- It is recommended that students work closely with a faculty advisor when selecting appropriate courses and scheduling classes.

GENERAL EDUCATION REQUIREMENTS (34 Semester Hours)

English and Speech – 9 Semester Hours
 ENGL 111 and ENGL 112 or ENGL 129 (*by permission*)
 And SPCH 102 (required)

See current Mesa State College Catalog for list of courses that fulfill the requirements below.

Mathematics and Science – 7-10 Semester Hours
 Minimum 3 semester hours in Math and minimum 4 semester hours in Science. Both lecture and Lab must be taken in all courses having both.

Humanities – 9 semester hours. Minimum of two different disciplines required.

Social and Behavioral Sciences – 9 semester hours. Minimum of two different disciplines required.

OTHER REQUIREMENTS (2 Semester Hours)

Human Performance and Wellness – 2 Semester Hours
 Each student must take HPWA 100 together with one HPWE Activity courses. See current catalog for listing.

Business Computer Information Systems Emphasis Requirements (18 Semester Hours)

Business Courses
 ACCT 201 Principles of Financial Accounting
 BUGB 211 Business Communications
 CISB 205 Advanced Business Software
 CISB 210 Fundamentals of Information Systems
 CSCI 110 Beginning Programming: VBasic
 TECI 260 Information Technology Hardware and System Software

Electives: 6 semester hours. Any college level undergraduate courses excluding HPWE.

Students are required to participate in exit examinations or other programs deemed necessary to comply with the college accountability requirement. All degree requirements must be completed as described above. Any exceptions or substitutions must be recommended in advance by the faculty advisor and approved by the Department Head.

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF ARTS WITH AN EMPHASIS IN BUSINESS COMPUTER INFORMATION SYSTEMS

FRESHMAN YEAR

Fall Semester		Hours	Spring Semester		Hours
ENGL 111	English Composition	3	ENGL 112	English Composition	3
General Education Humanities		3	CISB 210	Fundamentals of Information Systems	3
General Education Social/Behavioral Science		3	CISB 205	Advanced Business Software	3
General Education Natural Science with Lab		4	General Education Humanities		3
HPWE Activity		1	General Education Mathematics		<u>3</u>
HPWA 100	Health and Wellness	<u>1</u>			15
		15			

SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
ACCT 201	Principles of Financial Accounting	3	TECI 260	Info Tech Hardware & System Software	3
BUGB 211	Business Communications	3	SPCH 102	Speechmaking	3
CSCI 110	Beginning Programming: VBasic	3	General Education Humanities		3
General Education Social/Behavioral Science		3	General Education Social/Behavioral Science		3
Elective		<u>3</u>	Elective		<u>3</u>
		15			15