![MESA STATE COLLEGE]

2006 – 07 PETITION/PROGRAM SHEET
Degree: Associate of Applied Science
Major: Administrative Office Technology
Emphasis: Administrative Secretary
www.mesastate.edu/wccc/ofad.htm

About This Emphasis . . .

This program prepares students to be effective, efficient office professionals. Students develop skills in electronic office procedures, word processing, grammar, language, records management, oral presentations, information systems, current software programs, machine transcription, human relations and communications. The administrative secretary curriculum prepares the student to be effective support staff in business, government or non-profit organizations. Students learn document formatting, record management, bookkeeping, supervision, office software, and basic research.

POLICIES:
1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. 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. 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.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the WCCC Director of Instruction for signature.
5. Finally, the WCCC Director of Instruction 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 may 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.

_____   _____20_____
Signature of Advisor   Date

_____   _____20_____
Signature of WCCC Director of Instruction   Date

_____   _____20_____
Signature of Registrar   Date

- A cumulative grade point average of 2.0 or higher must be maintained for all courses taken and a "C" or better must be achieved in each course which comprises the area of emphasis or specialization for OFAD.

- It is recommended that students work closely with a faculty advisor when selecting appropriate courses and scheduling classes.

GENERAL EDUCATION (18 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
English (6 semester hours)							**Social and Behavioral Science, Humanities or Selected Speech**						
ENGL	111	3					**Courses** (6 semester hours)						
ENGL	112	3							3				
									3				
Mathematics - MATH 113 or UTEC 107 (4 semester hours)							**Kinesiology** (2 semester hours)						
		4					KINE/HPWA	100	1				
							KINA/HPWE		1				

See the M.S.C. catalog for the list of approved KINA/HPWE/Selected DANC courses.

Associate of Applied Science: Administrative Office Technology – Administrative Secretary Course Requirements (45 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
BUGB	211	3					OFAD	201	3				
BUGB	231	3					OFAD	202	3				
CISB	101	3					OFAD	221	3				
MANG	121	3					OFAD	253	3				
MANG	221	3					OFAD	266	3				
OFAD	101	3					OFAD	270	3				
OFAD	153	3					OFAD	293	3				

Electives – 3 semester hours (Any college level undergraduate courses excluding KINA/HPWE)

GENERAL EDUCATION (18 Semester Hours)

English – 6 Semester Hours
ENGL 111 **and** ENGL 112

Mathematics – 4 semester hours
UTEC 107 or MATH 113

Social and Behavioral Science, Humanities, or Selected Speech Courses – 6 semester hours (See current MSC catalog for the approved list of courses that fulfill this requirement.)

Kinesiology – 2 semester hours
KINE/HPWA 100 and one KINA/HPWE/Selected DANC course

Associate of Applied Science in Administrative Office Technology – Administrative Secretary Course Requirements (45 Semester Hours)

> BUGB 211 Business Communications
> BUGB 231 Survey of Business Law
> CISB 101 Business Information Technology
> MANG 121 Human Relations in Business
> MANG 221 Supervisory Concepts and Practices
> OFAD 101 Office Accounting
> OFAD 153 Beginning Word Processing
> OFAD 201 Office Management
> OFAD 202 Records Management
> OFAD 221 Transcription Machines
> OFAD 253 Intermediate Word Processing
> OFAD 266 Advanced Word Processing
> OFAD 270 Integrated Office Applications
> OFAD 293 Cooperative Education
>
> Electives – 3 semester hours

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

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 their advisor and check the 2 year course matrix on the Mesa State website for course availability.

FRESHMAN YEAR

First Semester		Hours
ENGL 111	English Composition	3
CISB 101	Business Information Technology	3
KINE/HPWA 100	Health and Wellness	1
OFAD 101	Office Accounting	3
OFAD 153	Beginning Word Processing	3
General Education Soc/Beh. Sci, Humanities, or Speech		3
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Second Semester		Hours
ENGL 112	English Composition	3
MANG 121	Human Relations in Business	3
KINA/HPWE	Activity	1
UTEC 107	Mathematics for Technology **or**	
MATH 113	College Algebra	4
OFAD 201	Office Management	3
OFAD 253	Intermediate Word Processing	3
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SOPHOMORE YEAR

ThirdSemester		Hours
OFAD 202	Records Management	3
OFAD 266	Advanced Word Processing	3
OFAD 270	Integrated Office Applications	3
MANG 221	Supervisory Concepts and Practices	3
Elective		3
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Fourth Semester		Hours
BUGB 211	Business Communications	3
BUGB 231	Survey of Business Law	3
OFAD 221	Transcription Machines	3
OFAD 293	Cooperative Education	3
General Education Soc/Beh. Sci, Humanities, or Speech		3
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