



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

About This Emphasis . . .

This program prepares students to be effective and 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 medical secretary curriculum prepares students in this program for entry-level positions in a doctor’s office, medical clinic, or hospital. Coursework includes medical terminology, medical records maintenance, coding, medical insurance claims, document formatting 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.

Signature of Advisor Date _____ 20__

Signature of WCCC Director of Instruction Date _____ 20__

Signature of Registrar Date _____ 20__

- 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
English (6 semester hours)						
ENGL	<u>111</u>	<u>3</u>	_____	_____	_____	_____
ENGL	<u>112</u>	<u>3</u>	_____	_____	_____	_____

Course	No.	Credit	Grade	Term	Year	Trns/Subs
Social and Behavioral Science, Humanities or Selected Speech Courses (6 semester hours)						
_____	_____	<u>3</u>	_____	_____	_____	_____
_____	_____	<u>3</u>	_____	_____	_____	_____

Mathematics - MATH 113 or UTEC 107 (4 semester hours)

_____	_____	<u>4</u>	_____	_____	_____	_____
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Kinesiology (2 semester hours)

KINE/HPWA	<u>100</u>	<u>1</u>	_____	_____	_____	_____
KINA/HPWE	_____	<u>1</u>	_____	_____	_____	_____

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

Associate of Applied Science: Administrative Office Technology – Medical Secretary Course Requirements (50 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
BIOL	<u>209</u>	<u>3</u>	_____	_____	_____	_____
BIOL	<u>209L</u>	<u>1</u>	_____	_____	_____	_____
BUGB	<u>211</u>	<u>3</u>	_____	_____	_____	_____
BUGB	<u>231</u>	<u>3</u>	_____	_____	_____	_____
CISB	<u>101</u>	<u>3</u>	_____	_____	_____	_____
MANG	<u>121</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>101</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>147</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>153</u>	<u>3</u>	_____	_____	_____	_____

Course	No.	Credit	Grade	Term	Year	Trns/Subs
OFAD	<u>202</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>203</u>	<u>1</u>	_____	_____	_____	_____
OFAD	<u>221</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>248</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>249</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>253</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>266</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>293</u>	<u>3</u>	_____	_____	_____	_____
PSYC	<u>233</u>	<u>3</u>	_____	_____	_____	_____

GENERAL EDUCATION (18 Semester Hours)

English – 6 Semester Hours
ENGL 111 and ENGL 112

Mathematics – 4 semester hours
UTEK 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 courses

Associate of Applied Science in Administrative Office Technology – Medical Secretary Course Requirements (50 Semester Hours)

BIOL 209 Human Anatomy and Physiology
 BIOL 209L Human Anatomy and Physiology Laboratory
 BUGB 211 Business Communications
 BUGB 231 Survey of Business Law
 CISB 101 Business Information Technology
 MANG 121 Human Relations in Business
 OFAD 101 Office Accounting
 OFAD 147 Medical Terminology
 OFAD 153 Beginning Word Processing
 OFAD 202 Records Management
 OFAD 203 Medical Records Management
 OFAD 221 Transcription Machines
 OFAD 248 Medical Coding
 OFAD 249 Medical Office Procedures
 OFAD 253 Intermediate Word Processing
 OFAD 266 Advanced Word Processing
 OFAD 293 Cooperative Education
 PSYC 233 Human Growth and Development

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

Fall Semester		Hours	Spring Semester		Hours
ENGL 111	English Composition	3	UTEC 107	Math for Technology or	
OFAD 147	Medical Terminology	3	MATH 113	College Algebra	4
OFAD 153	Beginning Word Processing	3	ENGL 112	English Composition	3
OFAD 202	Records Management	3	MANG 121	Human Relations in Business	3
General Education Soc/Beh. Sci, Humanities, or Speech		3	CISB 101	Business Information Technology	3
KINA/HPWE	Activity	<u>1</u>	KINE/HPWA 100	Health and Wellness	1
		16	OFAD 253	Intermediate Word Processing	<u>3</u>
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SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
BIOL 209	Human Anatomy and Physiology	3	BUGB 211	Business Communications	3
BIOL 209L	Human Anatomy and Physiology Lab	1	OFAD 221	Transcription Machines	3
OFAD 101	Office Accounting	3	OFAD 248	Medical Coding	3
OFAD 203	Medical Records Management	1	OFAD 249	Medical Office Procedures	3
OFAD 266	Advanced Word Processing	3	PSYC 233	Human Growth and Development	3
BUGB 231	Survey of Business Law	3	OFAD 293	Cooperative Education	<u>3</u>
General Education Soc/Beh. Sci, Humanities, or Speech		<u>3</u>			18
		17			