



2006 – 07 PETITION/PROGRAM SHEET

Degree: Associate of Arts

Major: Liberal Arts

Emphasis: Administrative Office Technology

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 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.

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, 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__

- 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 a grade of “C” or better must be earned in all courses within the Administrative Office Technology 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)

| Course | No. | Credit | Grade | Term | Year | Trns/Subs |
|--------|-----|--------|-------|------|------|-----------|
|--------|-----|--------|-------|------|------|-----------|

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)

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| ___ | ___ | ___ | ___ | ___ | ___ | ___ |
|-----|-----|-----|-----|-----|-----|-----|

| Course | No. | Credit | Grade | Term | Year | Trns/Subs |
|--------|-----|--------|-------|------|------|-----------|
|--------|-----|--------|-------|------|------|-----------|

Social and Behavioral Sciences: (9 Semester Hours)
(Minimum of 2 different disciplines)

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ | ___ | ___ | ___ |

Humanities (9 semester hours)

(Minimum of 2 different disciplines)

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ | ___ | ___ | ___ |

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

| Course | No. | Credit | Grade | Term | Year | Trns/Subs |
|-----------|------------|----------|-------|------|------|-----------|
| KINE/HPWA | <u>100</u> | <u>1</u> | ___ | ___ | ___ | ___ |

| Course | No. | Credit | Grade | Term | Year | Trns/Subs |
|-----------|-----|----------|-------|------|------|-----------|
| KINA/HPWE | ___ | <u>1</u> | ___ | ___ | ___ | ___ |

Administrative Office Technology Emphasis Requirements (24 Semester Hours)

| Course | No. | Credit | Grade | Term | Year | Trns/Subs |
|--------|-----|--------|-------|------|------|-----------|
|--------|-----|--------|-------|------|------|-----------|

| | | | | | | |
|------|------------|----------|-----|-----|-----|-----|
| ACCT | <u>201</u> | <u>3</u> | ___ | ___ | ___ | ___ |
| BUGB | <u>211</u> | <u>3</u> | ___ | ___ | ___ | ___ |
| CISB | <u>101</u> | <u>3</u> | ___ | ___ | ___ | ___ |
| MANG | <u>201</u> | <u>3</u> | ___ | ___ | ___ | ___ |

| Course | No. | Credit | Grade | Term | Year | Trns/Subs |
|--------|-----|--------|-------|------|------|-----------|
|--------|-----|--------|-------|------|------|-----------|

| | | | | | | |
|------|------------|----------|-----|-----|-----|-----|
| OFAD | <u>153</u> | <u>3</u> | ___ | ___ | ___ | ___ |
| OFAD | <u>201</u> | <u>3</u> | ___ | ___ | ___ | ___ |
| OFAD | <u>202</u> | <u>3</u> | ___ | ___ | ___ | ___ |
| OFAD | <u>253</u> | <u>3</u> | ___ | ___ | ___ | ___ |

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)

Kinesiology – 2 Semester Hours

Each student must take KINE/HPWA 100 together with one KINA/HPWE/Selected DANC course. See current catalog for listing.

Administrative Office Technology Emphasis Requirements (24 Semester Hours)

Required Courses:

- ACCT 201 Principles of Financial Accounting
- BUGB 211 Business Communications
- CISB 101 Business Information Technology
- MANG 201 Principles of Management
- OFAD 153 Beginning Word Processing
- OFAD 201 Office Management
- OFAD 202 Records Management
- OFAD 253 Intermediate Word Processing

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

FRESHMAN YEAR

| <u>Fall Semester</u> | <u>Hours</u> | <u>Spring Semester</u> | <u>Hours</u> |
|---|--------------|---|--------------|
| ENGL 111 English Composition | 3 | ENGL 112 English Composition | 3 |
| CISB 101 Business Information Technology | 3 | KINA/HPWE Activity | 1 |
| OFAD 153 Beginning Word Processing | 3 | OFAD 253 Intermediate Word Processing | 3 |
| General Education Humanities | 3 | General Education Humanities | 3 |
| General Education Social and Behavioral Science | 3 | General Education Mathematics | 3 |
| KINE/HPWA 100 Health and Wellness | <u>1</u> | General Education Social/Behavioral Science | <u>3</u> |
| | 16 | | 16 |

SOPHOMORE YEAR

| <u>Fall Semester</u> | <u>Hours</u> | <u>Spring Semester</u> | <u>Hours</u> |
|---|--------------|---|--------------|
| ACCT 201 Principles of Financial Accounting | 3 | BUGB 211 Business Communications | 3 |
| OFAD 201 Office Management | 3 | MANG 201 Principles of Management | 3 |
| OFAD 202 Records Management | 3 | General Education Science with Lab | 4 |
| SPCH 102 Speechmaking | 3 | General Education Social/Behavioral Science | <u>3</u> |
| General Education Humanities | <u>3</u> | | 13 |
| | 15 | | |