



2007-2008 PETITION/PROGRAM SHEET
Degree: Associate of Applied Science
Major: Administrative Office Technology
Emphasis: Legal Assistant
www.mesastate.edu/wccc/ofad.htm

About This Emphasis . . .

This program prepares students to be effective, 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 legal assistant curriculum prepares the student for entry-level positions in an attorney’s office, law firm, or other private or public sector legal aid organizations. Training includes legal terminology, business law, document preparation, specialized filing systems, 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 for signature.
5. Finally, the WCCC Director 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 _____ Date _____ 20____

Signature of Registrar _____ Date _____ 20____

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- 2.00 cumulative GPA or higher in all MSC coursework and a “C” or better must be achieved in each course which comprises the area of emphasis or specialization for OFAD.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student’s responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head. Courses related to teacher licensure must also be approved by the Teacher Education Dept.
- When filling out the program sheet a course can be used only once.
- See the “Undergraduate Graduation Requirements” in the Mesa State College catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (18 Semester Hours)

See the current Mesa State College catalog for a list of courses that fulfill the requirements below. If a course is on the general education 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 general education requirement.

Course No	Title	Sem.hrs	Grade	Term/Trns
English (6 semester hours)				
ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____
Math: MATH 113 or UTEC 107 (4 semester hours)				
_____	_____	4	_____	_____
Social and Behavioral Sciences, Humanities or Applied Studies (6 semester hours)				
_____	_____	3	_____	_____
_____	_____	3	_____	_____

Course No	Title	Sem.hrs	Grade	Term/Trns
Kinesiology (2 semester hours)				
KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____

ASSOCIATE OF APPLIED SCIENCE: ADMINISTRATIVE OFFICE TECHNOLOGY – LEGAL ASSISTANT COURSE REQUIREMENTS
(44 semester hours)

Core Classes

BUGB 211	Business Communications	3	_____	_____
BUGB 231	Survey of Business Law	3	_____	_____
MANG 121	Human Relations in Business	3	_____	_____
OFAD 269	Complete PC Database	3	_____	_____
OFAD 206	Computerized Bookkeeping	3	_____	_____
OFAD 101	Office Bookkeeping	3	_____	_____
OFAD 153	Word Processing I	3	_____	_____
OFAD 267	Presentation, Publishing & Desk Top Management Software	3	_____	_____
OFAD 202	Records Management	3	_____	_____
OFAD 105	Ten Key	2	_____	_____
OFAD 244	Legal Office Procedures	3	_____	_____
<u>OR</u>				
OFAD 201	Office Procedures	3	_____	_____
OFAD 253	Word Processing II	3	_____	_____
OFAD 208	Spreadsheets	3	_____	_____
OFAD 293	Cooperative Education	3	_____	_____
OFAD 221	Transcription Machines	3	_____	_____
<u>OR</u>				
ADJU 201	Introduction to the Administration of Justice	3	_____	_____

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

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	ENGL 112 English Composition	3
KINE 100 Health and Wellness	1	UTEC 107 Math for Technology or	
OFAD 153 Word Processing I	3	MATH 113 College Algebra	4
OFAD 101 Office Bookkeeping	3	OFAD 208 Spreadsheets	3
OFAD 105 Ten Key	2	OFAD 206 Computerized Bookkeeping	3
Soc/Beh. Sci, Humanities, or Applied Studies	<u>3</u>	OFAD 253 <u>Word Processing II</u>	<u>3</u>
	15		16

SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
OFAD 202 Records Management	3	MANG 121 Human Relations in Business	3
OFAD 244 Legal Office Procedures or	3	OFAD 293 Cooperative Education	3
OFAD 201 Office Procedures		Soc/Beh. Sci, Humanities, or Applied Studies	3
OFAD 267 Presentation, Publishing & Desk Top		HPWE Aerobic Activity	1
Management Software	3	OFAD 221 Transcription Machines OR	
OFAD 269 Complete PC Database	3	ADJU 201 Introduction to Administration of Justice	3
BUGB 211 Business Communications	<u>3</u>	BUGB 231 Survey of Business Law	<u>3</u>
	15		16