



2008-2009 PETITION/PROGRAM SHEET

Degree: Associate of Applied Science

Major: Administrative Office Technology

Emphasis: Accounting Technician

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 Accounting Technician curriculum provides students with the skills necessary for bookkeeping positions and entry-level accounting work. Coursework includes hands-on bookkeeping training, and comprehensive training in accounting theory and concepts. Students also learn related computer software programs, document preparation 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

Signature of WCCC Director

Date

Signature of Registrar

Date

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
- A grade of "C" or higher must be achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- 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	_____	_____
-------	-------	-------	---	-------	-------

Course	No	Title	Sem.hrs	Grade	Term/Trns
--------	----	-------	---------	-------	-----------

Social and Behavioral Sciences, Humanities or Selected Speech Courses (6 semester hours)

_____	_____	_____	3	_____	_____
_____	_____	_____	3	_____	_____

Kinesiology (2 semester hours)

KINE 100		Health and Wellness	1	_____	_____
KINA 1	_____	_____	1	_____	_____

ASSOCIATE OF APPLIED SCIENCE: ADMINISTRATIVE OFFICE TECHNOLOGY – ACCOUNTING TECHNICIAN COURSE REQUIREMENTS

(44 semester hours)

ACCT 201		Principles of Financial Accounting	3	_____	_____
ACCT 202		Principles of Managerial Accounting	3	_____	_____
BUGB 211		Business Communications	3	_____	_____
MANG 121		Human Relations in Business	3	_____	_____
OFAD 101		Office Bookkeeping	3	_____	_____
OFAD 105		Ten-Key	2	_____	_____
OFAD 153		Word Processing I	3	_____	_____
OFAD 201		Office Procedures	3	_____	_____
OFAD 202		Records Management	3	_____	_____
OFAD 206		Computerized Bookkeeping	3	_____	_____
OFAD 208		Spreadsheets	3	_____	_____
OFAD 253		Word Processing II	3	_____	_____
OFAD 267		Presentation, Publishing & Desk Top Management Software	3	_____	_____
OFAD 269		Complete PC Database	3	_____	_____
OFAD 293		Cooperative Education	3	_____	_____

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

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 the assigned 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
OFAD 101	Office Bookkeeping	3	MANG 121	Human Relations in Business	3
OFAD 153	Word Processing I	3	OFAD 201	Office Procedures	3
OFAD 105	Ten Key	2	OFAD 253	Word Processing II	3
UTEC 107	Math for Technology or		OFAD 206	Computerized Bookkeeping	3
MATH 113	College Algebra	4	KINA	Activity	<u>1</u>
KINE 100	Health and Wellness	<u>1</u>			16
		16			

SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
ACCT 201	Principles of Financial Accounting	3	ACCT 202	Principles of Managerial Accounting	3
OFAD 202	Records Management	3	BUGB 211	Business Communications	3
OFAD 269	Complete PC Database	3	OFAD 293	Cooperative Education	3
OFAD 267	Presentation, Publishing & Desktop		OFAD 208	Spreadsheets	3
	Management Software	3	Soc/Beh. Sci, Humanities, or Applied Studies		<u>3</u>
Soc/Beh. Sci, Humanities, Applied Studies		<u>3</u>			15
		15			