2008-2009 PETITION/PROGRAM SHEET
Degree: Associate of Applied Science
Major: Administrative Office Technology
Emphasis: Administrative Professional
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 administrative professional curriculum prepares the student to be effective support staff in business, government or non-profit organizations. Students learn document preparation, records management, bookkeeping, office procedures, 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 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.

_____ _____20_____
Signature of Advisor Date

_____ _____20_____
Signature of WCCC Director Date

_____ _____20_____
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 and a "C" or better must be achieved in 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. 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 Selected Speech Courses (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 – ADMINISTRATIVE PROFESSIONAL COURSE REQUIREMENTS
(44 semester hours)

Core Classes				
BUGB 211	Business Communications	3	_____	_____
MANG 121	Human Relations in Business	3	_____	_____
OFAD 101	Office Bookkeeping	3	_____	_____
OFAD 105	Ten Key	3	_____	_____
OFAD 153	Word Processing I	2	_____	_____
OFAD 206	Computerized Bookkeeping	3	_____	_____
OFAD 269	Complete PC Database	3	_____	_____
OFAD 201	Office Procedures	3	_____	_____
OFAD 202	Records Management	3	_____	_____
OFAD 253	Word Processing II.	3	_____	_____
OFAD 293	Cooperative Education	3	_____	_____
OFAD 208	Spreadsheets	3	_____	_____
OFAD 267	Presentation, Publishing & Desktop Management Software	3	_____	_____
Electives (6 semester hours)				
_____	____	_____	_____	_____
_____	____	_____	_____	_____

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

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

First Semester		Hours
OFAD 105	Ten Key	2
ENGL 111	English Composition	3
KINE 100	Health and Wellness	1
OFAD 101	Office Bookkeeping	3
OFAD 153	Word Processing I	3
Soc/Beh. Sci, Humanities, or Applied Studies		3
		15

Second Semester		Hours
ENGL 112	English Composition	3
Soc/Beh. Sci, Humanities, or Applied Studies		3
UTEC 107	Mathematics for Technology **or**	
MATH 113	College Algebra	4
OFAD 206	Computerized Bookkeeping	3
OFAD 253	Word Processing II 3	3
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SOPHOMORE YEAR

Third Semester		Hours
OFAD 202	Records Management	3
OFAD 267	Presentation, Publishing & Desk Top Management Software	3
OFAD 269	Complete PC Database	3
BUGB 211	Business Communications	3
Elective OFAD or General Education		3
		15

Fourth Semester		Hours
OFAD 201	Office Procedures	3
MANG 121	Human Relations in Business	3
KINA	Activity	1
OFAD 208	Spreadsheets	3
OFAD 293	Cooperative Education	3
Elective OFAD or General Education		3
		16