



2009-2010 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 office procedures, word processing, grammar, records management, oral presentations, information systems, current software programs, 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 for signature.
5. Finally, 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

Degree Requirements:

- 60 semester hours are required for the Associate of Arts degree. Must meet the academic residency requirements.
- 2.00 cumulative GPA or higher in all MSC coursework and a grade of "C" or better must be earned toward the major content area
- 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.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student's responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student's faculty advisor and Department Head.
- 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 (31 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, must receive a grade of "C" or better and must be completed by the time the student has 60 semester hours.)

| | | | | |
|----------|---------------------|---|-------|-------|
| ENGL 111 | English Composition | 3 | _____ | _____ |
|----------|---------------------|---|-------|-------|

| | | | | |
|----------|---------------------|---|-------|-------|
| ENGL 112 | English Composition | 3 | _____ | _____ |
|----------|---------------------|---|-------|-------|

Math: MATH 110 or higher (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

| | | | | |
|--------|-------|-------|-------|-------|
| MATH 1 | _____ | _____ | _____ | _____ |
|--------|-------|-------|-------|-------|

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

Humanities (3 semester hours)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|-------|-------|

Social and Behavioral Sciences (6 semester hours)

| | | | | | |
|-------|-------|-------|---|-------|-------|
| _____ | _____ | _____ | 3 | _____ | _____ |
| _____ | _____ | _____ | 3 | _____ | _____ |

Natural Sciences (7 semester hours, one course must include a lab)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | L | _____ | _____ | _____ | _____ |

History: (3 semester hours)

| | | | | | |
|------|-------|-------|-------|-------|-------|
| HIST | _____ | _____ | _____ | _____ | _____ |
|------|-------|-------|-------|-------|-------|

Fine Arts: (3 semester hours)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|-------|-------|

OTHER LOWER DIVISION REQUIREMENTS (5 semester hours)**Kinesiology** (2 semester hours)

| | | | | |
|----------|---------------------|---|-------|-------|
| KINE 100 | Health and Wellness | 1 | _____ | _____ |
|----------|---------------------|---|-------|-------|

| | | | | |
|--------|-------|---|-------|-------|
| KINA 1 | _____ | 1 | _____ | _____ |
|--------|-------|---|-------|-------|

Applied Studies (3 semester hours)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|-------|-------|

ADMINISTRATIVE OFFICE TECHNOLOGY EMPHASIS REQUIREMENTS (27 Semester Hours)**Required Courses**

| | | | | |
|----------|------------------------------|---|-------|-------|
| ACCT 201 | Principles of Financial Acct | 3 | _____ | _____ |
| BUGB 211 | Business Communications | 3 | _____ | _____ |
| CISB 101 | Business Info Technology | 3 | _____ | _____ |
| MANG 201 | Principles of Management | 3 | _____ | _____ |
| OFAD 153 | Word Processing I | 3 | _____ | _____ |
| OFAD 201 | Office Procedures | 3 | _____ | _____ |
| OFAD 202 | Records Management | 3 | _____ | _____ |
| OFAD 253 | Word Processing II | 3 | _____ | _____ |

Electives

| | | | | |
|-------|-------|---|-------|-------|
| _____ | _____ | 3 | _____ | _____ |
|-------|-------|---|-------|-------|

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 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 |
| CISB 101 | Business Information Technology | 3 | KINA | Aerobic Activity | 1 |
| OFAD 153 | Word Processing I | 3 | OFAD 253 | Word Processing II | 3 |
| General Education History | | 3 | General Education Humanities | | 3 |
| General Education Social and Behavioral Science | | 3 | General Education Mathematics | | 3 |
| KINE 100 | Health and Wellness | <u>1</u> | General Education Social/Behavioral Science | | <u>3</u> |
| | | 16 | | | 16 |

SOPHOMORE YEAR

| Fall Semester | | Hours | Spring Semester | | Hours |
|-----------------------------|------------------------------------|--------------|------------------------------------|--------------------------|--------------|
| ACCT 201 | Principles of Financial Accounting | 3 | BUGB 211 | Business Communications | 3 |
| OFAD 201 | Office Procedures | 3 | MANG 201 | Principles of Management | 3 |
| OFAD 202 | Records Management | 3 | General Education Science with Lab | | 4 |
| General Education | | 3 | Elective | | 3 |
| General Education Fine Arts | | <u>3</u> | General Education Natural Science | | <u>3</u> |
| | | 15 | | | 16 |