



2005 – 06 PETITION/PROGRAM SHEET
Degree: Associate of Applied Science – Administrative Office Technology
Emphasis: Accounting Technician
www.mesastate.edu/schools/utec/ofad.htm

About This Emphasis . . .

This program prepares students to be effective, 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 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 formatting 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 UTEC Director of Instruction for signature.
5. Finally, the UTEC 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 _____ 20_____
Date

Signature of UTEC Director of Instruction _____ 20_____
Date

Signature of Registrar _____ 20_____
Date

GENERAL EDUCATION (18 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
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English (6 semester hours)

ENGL	<u>111</u>	<u>3</u>	_____	_____	_____	_____
ENGL	<u>112</u>	<u>3</u>	_____	_____	_____	_____

Mathematics - MATH 113 or UTEC 107 (4 semester hours)

_____	_____	<u>4</u>	_____	_____	_____	_____
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Course	No.	Credit	Grade	Term	Year	Trns/Subs
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Social and Behavioral Science, Humanities or Selected Speech Courses (6 semester hours)

_____	_____	<u>3</u>	_____	_____	_____	_____
_____	_____	<u>3</u>	_____	_____	_____	_____

Human Performance and Wellness (2 semester hours)

HPWA	<u>100</u>	<u>1</u>	_____	_____	_____	_____
HPWE	_____	<u>1</u>	_____	_____	_____	_____

Associate of Applied Science: Administrative Office Technology – Accounting Technician Course Requirements (50 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
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ACCT	<u>201</u>	<u>3</u>	_____	_____	_____	_____
ACCT	<u>202</u>	<u>3</u>	_____	_____	_____	_____
BUGB	<u>211</u>	<u>3</u>	_____	_____	_____	_____
BUGB	<u>231</u>	<u>3</u>	_____	_____	_____	_____
CISB	<u>101</u>	<u>3</u>	_____	_____	_____	_____
CISB	<u>205</u>	<u>3</u>	_____	_____	_____	_____
MANG	<u>121</u>	<u>3</u>	_____	_____	_____	_____
MANG	<u>221</u>	<u>3</u>	_____	_____	_____	_____

Course	No.	Credit	Grade	Term	Year	Trns/Subs
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OFAD	<u>101</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>105</u>	<u>2</u>	_____	_____	_____	_____
OFAD	<u>153</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>201</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>202</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>206</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>253</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>270</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>293</u>	<u>3</u>	_____	_____	_____	_____

- A cumulative grade point average of 2.0 or higher must be maintained for all courses taken and a “C” or better must be achieved in each course which comprises the area of emphasis or specialization for OFAD.
- It is recommended that students work closely with a faculty advisor when selecting appropriate courses and scheduling classes.

GENERAL EDUCATION (18 Semester Hours)

English – 6 Semester Hours

ENGL 111 and ENGL 112

Mathematics – 4 semester hours

UTEC 107 or MATH 113

Social and Behavioral Science, Humanities, or Selected Speech Courses – 6 semester hours (See current MSC catalog for the approved list of courses that fulfill this requirement.)

Human Performance and Wellness – 2 semester hours

HPWA 100 and one HPWE activity

Associate of Applied Science in Administrative Office Technology – Accounting Technician Course Requirements (50 Semester Hours)

ACCT 201 Principles of Financial Accounting
 ACCT 202 Principles of Managerial Accounting
 BUGB 211 Business Communications
 BUGB 231 Survey of Business Law
 CISB 101 Business Information Technology
 CISB 205 Advanced Business Software
 MANG 121 Human Relations in Business
 MANG 221 Supervisory Concepts and Practices
 OFAD 101 Office Accounting
 OFAD 105 Ten-Key Operations
 OFAD 153 Beginning Word Processing
 OFAD 201 Office Management
 OFAD 202 Records Management
 OFAD 206 Computerized Office Accounting
 OFAD 253 Intermediate Word Processing
 OFAD 270 Integrated Office Applications
 OFAD 293 Cooperative Education

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF APPLIED SCIENCE WITH AN EMPHASIS IN ADMINISTRATIVE OFFICE TECHNOLOGY – ACCOUNTING TECHNICIAN

FRESHMAN YEAR

Fall Semester		Hours	Spring Semester		Hours
ENGL 111	English Composition	3	ENGL 112	English Composition	3
CISB 101	Business Information Technology	3	MANG 121	Human Relations in Business	3
OFAD 101	Office Accounting	3	OFAD 201	Office Management	3
OFAD 153	Beginning Word Processing	3	OFAD 253	Intermediate Word Processing	3
UTEC 107	Math for Technology <u>or</u>		MANG 221	Supervisory Concepts and Practices	3
MATH 113	College Algebra	4	HPWE Activity		<u>1</u>
HPWA 100	Health and Wellness	<u>1</u>			16
		17			

SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
ACCT 201	Principles of Financial Accounting	3	ACCT 202	Principles of Managerial Accounting	3
OFAD 105	Ten-Key Operations	2	BUGB 231	Survey of Business Law	3
BUGB 211	Business Communications	3	OFAD 206	Computerized Office Accounting	3
OFAD 202	Records Management	3	OFAD 293	Cooperative Education	3
OFAD 270	Integrated Office Applications	3	CISB 205	Advanced Business Software	3
General Education Soc/Beh. Sci, Humanities, or Speech		<u>3</u>	General Education Soc/Beh. Sci, Humanities, or Speech		<u>3</u>
		17			18