



2005 – 06 PETITION/PROGRAM SHEET
Degree: Associate of Applied Science – Administrative Office Technology
Emphasis: Legal Secretary
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 legal secretary 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 formatting, 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 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
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
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 – Legal Secretary Course Requirements (45 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
BUGB	<u>211</u>	<u>3</u>	_____	_____	_____	_____
BUGB	<u>231</u>	<u>3</u>	_____	_____	_____	_____
CISB	<u>101</u>	<u>3</u>	_____	_____	_____	_____
MANG	<u>121</u>	<u>3</u>	_____	_____	_____	_____
MANG	<u>221</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>101</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>153</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>201</u>	<u>3</u>	_____	_____	_____	_____

Course	No.	Credit	Grade	Term	Year	Trns/Subs
OFAD	<u>202</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>221</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>244</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>253</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>266</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 – Legal Secretary Course Requirements (45 Semester Hours)

BUGB 211 Business Communications
 BUGB 231 Survey of Business Law
 CISB 101 Business Information Technology
 MANG 121 Human Relations in Business
 MANG 221 Supervisory Techniques and Practices
 OFAD 101 Office Accounting
 OFAD 153 Beginning Word Processing
 OFAD 201 Office Management
 OFAD 202 Records Management
 OFAD 221 Transcription Machines
 OFAD 244 Legal Office Procedures
 OFAD 253 Intermediate Word Processing
 OFAD 266 Advanced 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 – LEGAL SECRETARY

FRESHMAN YEAR

Fall Semester		Hours	Spring Semester		Hours
CISB 101	Business Information Technology	3	ENGL 112	English Composition	3
ENGL 111	English Composition	3	HPWE Activity		1
HPWA 100	Health and Wellness	1	MANG 121	Human Relations in Business	3
OFAD 153	Beginning Word Processing	3	UTEC 107	Math for Technology <u>or</u>	
OFAD 101	Office Accounting	3	MATH 113	College Algebra	4
General Education Soc/Beh. Sci, Humanities, or Speech		<u>3</u>	BUGB 231	Survey of Business Law	3
		16	OFAD 253	Intermediate Word Processing	<u>3</u>
					17

SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
OFAD 202	Records Management	3	BUGB 211	Business Communications	3
OFAD 244	Legal Office Procedures	3	OFAD 201	Office Management	3
OFAD 266	Advanced Word Processing	3	OFAD 221	Transcription Machines	3
OFAD 270	Integrated Office Applications	3	OFAD 293	Cooperative Education	3
MANG 221	Supervisory Practices and Techniques	<u>3</u>	General Education Soc/Beh. Sci, Humanities, or Speech		<u>3</u>
		15			15