



2006 – 07 PETITION/PROGRAM SHEET
Degree: Technical Certificate
Major: Administrative Office Technology
Emphasis: General Office Administration
www.mesastate.edu/wccc/ofad.htm

About This Certificate . . .

This program prepares students to be effective, efficient, entry-level office professionals. Students develop skills in electronic office procedures, word processing, grammar, records management, current software programs, basic math, and accounting skills. The general office administration curriculum prepares the student to be effective support staff in business, government or non-profit organizations. Students learn document formatting, record management, bookkeeping, and office software.

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 of Instruction for signature.
5. Finally, the WCCC 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 the WCCC Director of Instruction _____ 20_____
Date

Signature of Registrar _____ 20_____
Date

- 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.

Technical Certificate: Administrative Office Technology – General Office Administration (33 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
OFAD	<u>101</u>	<u>3</u>	_____	_____	_____	_____	OFAD	<u>253</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>105</u>	<u>2</u>	_____	_____	_____	_____	OFAD	<u>270</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>153</u>	<u>3</u>	_____	_____	_____	_____	UTEC	<u>107</u>	<u>4</u>	_____	_____	_____	_____
OFAD	<u>201</u>	<u>3</u>	_____	_____	_____	_____	ENGL	<u>090</u>	<u>3</u>	_____	_____	_____	_____
OFAD	<u>202</u>	<u>3</u>	_____	_____	_____	_____	or						
							ENGL	<u>111</u>	<u>3</u>	_____	_____	_____	_____

Electives: (Choose at least 6 semester hours from OFAD 147, OFAD 206, OFAD 221, OFAD 244, OFAD 248, OFAD 249, OFAD 266)

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

Technical Certificate: Administrative Office Technology – General Office Administration (33 Semester Hours)

Required Courses:

- ENGL 090 Basic Writing **or** ENGL 111 English Composition
- OFAD 101 Office Accounting
- OFAD 105 Ten Key Operations
- OFAD 153 Beginning Word Processing
- OFAD 201 Office Management
- OFAD 202 Records Management
- OFAD 253 Intermediate Word Processing
- OFAD 270 Integrated Office Applications
- UTEC 107 Math for Technology

Electives – 6 semester hours chosen from:

- OFAD 147 Medical Terminology
- OFAD 206 Computerized Accounting
- OFAD 221 Transcription Machines
- OFAD 244 Legal Office Procedures
- OFAD 248 Medical Coding
- OFAD 249 Medical Office Procedures
- OFAD 266 Advanced Word Processing

**SUGGESTED COURSE SEQUENCING FOR THE TECHNICAL CERTIFICATE WITH A MAJOR IN
ADMINISTRATIVE OFFICE TECHNOLOGY –
EMPHASIS IN GENERAL OFFICE ADMINISTRATION**

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 their advisor and check the 2 year course matrix on the Mesa State website for course availability.

<u>First Semester</u>		<u>Hours</u>	<u>Second Semester</u>		<u>Hours</u>
ENGL 090	Basic Writing or		OFAD 101	Office Accounting	3
ENGL 111	English Composition	3	OFAD 105	Ten Key Operations	2
OFAD 153	Beginning Word Processing	3	OFAD 201	Office Management	3
OFAD 202	Records Management	3	OFAD 253	Intermediate Word Processing	3
OFAD 270	Integrated Office Applications	3	Electives		<u>6</u>
UTEC 107	Math for Technology	<u>4</u>			<u>17</u>
		16			