

ID#: \_\_\_\_\_ Student: \_\_\_\_\_

**Communications Electives – 1 course**

- ENG1330 English Composition I \* (3)
- ENG1440 Public Speaking (3)
- ENG1670 Interpersonal Communications I (3)

**Computer Literacy Electives – 1 course**

- CIS1050 Introduction to Computers (3)
- CIS1750 Microcomputer Applications \* (3)

\* Course has prerequisite. See MAC Catalog.

<b>MINERAL AREA COLLEGE</b>		
<b>ONE-YEAR CERTIFICATE</b>		
<b>Office Systems Technology - Administrative Assistant</b>		
<b>(Major Code: OA-CE)</b>		
Sem/Year		Grade
_____	CIS2350 Microsoft Word* .....	3 _____
_____	OST1020 Keyboarding II* .....	3 _____
_____	OST1080 10 Key Numeric Skills.....	1 _____
_____	OST1100 Filing Systems/Records Mgt * ...	2 _____
_____	OST1300 Office Procedures I* .....	3 _____
_____	OST1320 Office Procedures II* .....	3 _____
_____	OST1400 Business Communications I* .....	3 _____
_____	OST1500 Applied Accounting I .....	3 _____
_____	OST2200 Intro to Business .....	3 _____
_____	PAW1060 Preparation for Employment.....	1 _____
Communications:		
_____	_____	.... 3 _____
Computer Literacy:		
_____	_____	.... 3 _____
Total Credit Hours		31

GPA: \_\_\_\_\_

TSA Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

**GRADUATION POLICIES: (Diplomas and Certificates)**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.