

Computer Electives – 2 courses

- CIS 1050 Introduction to Computers (3)
- CIS 1100 Microcomputer Graphics * (3)
- CIS1610 IT Fundamentals (3)
- CIS 1650 Accounting on Microcomputer * (3)
- CIS 1700 Desktop Publishing * (3)
- CIS 1750 Microcomputer Applications * (3)
- CIS 2000 Microcomputer Operating Systems * (3)
- CIS 2100 Microcomputer Database Mgt * (3)
- CIS 2110 Adv Microcomputer Database Mgt * (3)
- CIS 2200 Microcomputer Spreadsheet Appl * (3)
- CIS 2210 Adv Spreadsheet Applications * (3)
- CIS 2320 WP–WordPerfect I * (3)
- CIS 2330 WP–WordPerfect II * (3)
- CIS 2350 WP–Microsoft Word * (3)
- CIS 2400 Web Page Development * (3)

Communications Electives – 1 written & 1 oral

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)

Human Development Electives – 1 course

- PSY 1130 General Psychology I + (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth & Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Intro to Cultural Anthropology (3)
- SOC 1600 Ethnicity & Cultural Differences (3)

History/Political Science Electives – 1 course

- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS1180 American Political Systems + (3)

Mathematics Electives – 1 course

- MAT 1130 Intermediate Algebra * (3)
- MAT 1230 College Algebra +* (3)
- MAT 1330 Trigonometry +* (3)
- MAT 1600 Calculus for Business/Soc. Sciences * (3)
- MAT 1650 Analytical Geometry & Calculus I +* (5)
- TEC 1900 Technical Mathematics I * (3)
- TEC 1910 Technical Mathematics II * (3)

Science Electives – 1 course

- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1330 Local Flora (3)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
 * Course has prerequisite. See MAC Catalog.
 < No longer offered-will count if previously completed.

Gen Ed Cr. Hrs..... 18-22
 Major Cr. Hrs.....53
 Total Cr. Hrs..... 71-75

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
Office Systems Technology - Administrative Assistant		
(Major Code: OA)		
Sem/Yr		Grade
_____	MGT 1160 Customer Relations.....	3 _____
_____	MGT 1710 Human Resource Management	3 _____
_____	MGT 1800 Business Math.....	3 _____
_____	MGT 1940 Management Seminar.....	1 _____
_____	OST 1020 Keyboarding II *.....	3 _____
_____	OST 1080 Ten Key Numeric Skills	1 _____
_____	OST 1100 Filing Systems/Records Mgt *.....	2 _____
_____	OST 1300 Office Procedures I *.....	3 _____
_____	OST 1320 Office Procedures II *.....	3 _____
_____	OST 1400 Business Communications I *.....	3 _____
_____	OST 1500 Applied Accounting I	3 _____
_____	OST 1520 Applied Accounting II *.....	3 _____
_____	OST 2000 Transcription Skills *.....	3 _____
_____	OST 2080 Business Applications *.....	3 _____
_____	OST 2200 Intro to Business	3 _____
_____	OST 2300 Business Communications II.....	3 _____
_____	OST 2400 Business Internship *.....	3 _____
_____	PAW 1060 Prep for Employment	1 _____
_____	_____ Computer Elective.....	3 _____
_____	_____ Computer Elective.....	3 _____
Communications: (1 written and 1 oral)		
_____	ENG 1330 English Composition I *.....	3 _____
_____	_____.....	3 _____
Human Development:		
_____	_____.....	3 _____
History/Political Science:		
_____	_____.....	3 _____
Mathematics:		
_____	_____.....	3-5 _____
Science:		
_____	_____.....	3-5 _____
Total Credit Hours		71-75

GPA: _____

TSA Date: _____

Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Administrative Assistant

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.