

Student ID #: _____ Student: _____

Computer Applications Electives – 1 course

CIS 2320 WordPerfect I * (3)
 CIS 2350 Microsoft Word * (3)

Communications Electives – 1 course

ENG 1330 English Composition I * (3)
 ENG 1440 Public Speaking (3)
 ENG 1670 Interpersonal Communications I (3)

Computer Literacy Electives – 1 course

CIS 1050 Introduction to Computers (3)
 CIS 1750 Microcomputer Applications * (3)

+ Recommended course for transfer students.
 * Course has prerequisite. See MAC Catalog.

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MINERAL AREA COLLEGE		
ONE-YEAR CERTIFICATE		
Office Systems Technology - Administrative Assistant		
(Major Code: OA-CE)		
Sem/Year		Grade
_____	OST 1020 Keyboarding II*	3 _____
_____	OST 1080 10 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 2200 Intro to Business	3 _____
_____	PAW 1060 Preparation for Employment	1 _____
_____	_____ Computer Appl. Elective	3 _____
	Communications:	
_____	_____	3 _____
	Computer Literacy:	
_____	_____	3 _____
	Total Credit Hours	31

Student's Grade Point Average: _____

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. Spring applicants must attend commencement exercises to receive a diploma or certificate.
3. All applicants are required to complete an outcomes assessment test (exit exam).
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A cumulative 2.0 grade point average is required for graduation.
6. Last fifteen (15) hours must be earned at Mineral Area College.