

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

**Computer Electives – 2 courses**

- CIS 1050 Introduction to Computers (3)
- CIS 1100 Microcomputer Graphics \* (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)

**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 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.

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

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>			
<b>ASSOCIATE OF APPLIED SCIENCE</b>			
<b>Office Systems Technology - Administrative Assistant</b>			
<b>(Major Code: OA)</b>			
	Sem/Yr		Grade
_____	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 1200	Beginning Notehand *.....	3
_____	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
<b>Total Credit Hours</b>			<b>71-75</b>

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.