ID #: _____ Student: _____

Communications – 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 – 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 – 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)
POS 1180   American Political Systems* + (3)

Science – 1 course
BIO 1100   Intro to Bio Science* (3)
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…………………………………64-66

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Administrative Assistant
(Major Code: OA - AP) CIP 52.0401

Sem/Yr			Grade
_____	CIS 1650	Accounting on Microcomputers* 3	_____
_____	CIS 1730	Office Applications 2	_____
_____	CIS 2200	Micro Spreadsheet Applications............ 3	_____
_____	CIS 2350	Microsoft Word..................................... 3	_____
_____	MGT 1160	Customer Relations 3	_____
_____	MGT 1710	Human Resource Management 3	_____
_____	OST 1020	Keyboarding II * 3	_____
_____	OST 1080	Ten Key Numeric Skills 1	_____
_____	OST 1100	Filing Systems/Records Mgt................. 2	_____
_____	OST 1350	Administrative Office Procedures 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 2200	Intro to Business*................................. 3	_____
_____	OST 2400	Business Internship * 3	_____
_____	OST 2980	Capstone – Office Sys. Technology* ... 1	_____

Communications: (1 written and 1 oral)
_____ ENG 1330 English Composition I * 3   _____
_____ _____ 3   _____

Human Development:
_____ _____ 3   _____

History/Political Science:
_____ _____ 3   _____

Mathematics:
_____ MGT 1800 Business Math……………………... 3   _____

Science:
_____ _____ 3-5   _____

_____ **GUI1010 First Year Seminar**   1   _____
_____ **HIS0000 MO Higher Education Civics Exam** 0   _____
_____ **TSA0000 Technical Skills Assessment**   0   _____

Total Credit Hours   64-66   _____

GPA:_____ Advisor:_____

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Administrative Assistant
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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 and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date