

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

Student: \_\_\_\_\_

**Accounting – 2 courses**

BUS 2000 & BUS 2050 Princ of Accounting I\*+ (3) & II \*+ (3)  
OR  
OST 1500 & OST 1520 Applied Accounting I (3) & II \* (3)

**Business/Management – 5 courses**

BUS 1180 Business Ethics (3)  
BUS 2100 Fundamentals of Management  
BUS 2330 Marketing + (3)  
BUS 2430 Introductory Statistics \* + (3)  
BUS 2530 Legal Environment of Bus + (3)  
BUS 2930 Principles of Macroeconomics + (3)  
BUS 2940 Principles of Microeconomics + (3)  
CIS 1650 Accounting on Microcomputer \* (3)  
MGT 1160 Customer Relations (3)  
MGT 1320 Entrepreneurship (3)  
MGT 1840 Finance \* (3)  
MGT 2030 Advertising and Sales Promotion (3)  
MGT 2062 Managerial Accounting \* (3)  
MGT 2064 Cost Accounting (3)  
MGT 2210 Salesmanship \* (3)  
MGT 2540 Principles of Banking (3)  
MGT 2610 Marketing Research \* (3)  
MGT 2650 Small Business Mgt (3)  
MGT 2900 E-Commerce \* (3)  
OST 2300 Business Communications II (3)

**Computer – 2 courses**

CIS 1100 Microcomputer Graphics \* (3)  
CIS 1610 IT Fundamentals (3)  
CIS 1650 Accounting on Microcomputer \* (3)  
CIS 1670 Fundamentals of Networking (3)  
CIS 1700 Desktop Publishing \* (3)  
CIS 1900 Fundamentals of Unix \* (3)  
CIS 1930 Computer Ethics (3)  
CIS 2000 Microcomputer Operating Systems \* (3)  
CIS 2080 Fundamentals of Linux (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 – 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 1180 American Political Systems + (3)

**Mathematics – 1 course**

See List on Back

**Science – 1 course**

See List on Back

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

< No longer offered-will count if previously completed.

<b>MINERAL AREA COLLEGE</b>			
<b>ASSOCIATE OF APPLIED SCIENCE</b>			
<b>Business Management</b>			
<b>(Major Code: MG) CIP520101</b>			
Sem/Yr			Grade
_____	CIS1050	Intro to Computers*...OR.....	3 _____
_____	CIS1750	Microcomputer Applications*	_____
_____	CIS 1030	Information Technology for Business*.....	3 _____
_____	MGT1590	Personal Finance* .....	3 _____
_____	MGT1710	Human Resource Management* .....	3 _____
_____	MGT1800	Business Math* .....	3 _____
_____	MGT2200	Business Internship* .....	3 _____
_____	MGT1300	Org. Analysis and Mgt.* OR.....	3 _____
_____	MGT2660	Supervision/Mid-Mgt*	_____
_____	MGT2980	Capstone – Business Management* .....	1 _____
_____	OST1400	Business Communications I * .....	3 _____
_____	OST2200	Intro to Business* .....	3 _____
_____	PAW1060	Prep for Employment* .....	1 _____
_____	_____	Accounting .....	3 _____
_____	_____	Accounting .....	3 _____
_____	_____	Business/Management .....	3 _____
_____	_____	Business/Management .....	3 _____
_____	_____	Business/Management .....	3 _____
_____	_____	Business/Management .....	3 _____
_____	_____	Business/Management .....	3 _____
_____	_____	Business/Management .....	3 _____
_____	_____	Computer .....	3 _____
_____	_____	Computer .....	3 _____
Communications (1 written & 1 oral):			
_____	ENG1330	English Composition I * .....	3 _____
_____	_____	_____ .....	3 _____
Human Development:			
_____	_____	_____ .....	3 _____
History/Political Science:			
_____	_____	_____ .....	3 _____
Mathematics:			
_____	_____	_____ .....	3-5 _____
Science:			
_____	_____	_____ .....	3-5 _____
_____	TSA0000	Technical Skills Assessment .....	0 _____
<b>Total Credit Hours</b>			<b>71-75</b> _____

Gen Ed Cr. Hrs.....18-22

Major Cr. Hrs.....53

Total Cr. Hrs..... 71-75

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

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

**ASSOCIATE OF APPLIED SCIENCE**  
**Business Management**  
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**Mathematics – 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 – 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 2410 Physical Geology (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)

**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 cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

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Signature Required  
Acknowledgement of Graduation Policies

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Date