

SS#: \_\_\_\_\_

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

**Accounting Electives – 2 courses**

BUS2000 & BUS2050 Princ of Accounting I\*+ (3) & II \*+ (3)  
 OST1500 & OST1520 Applied Accounting I (3) & II \* (3)

**Banking Electives – 9 Credit Hours**

See List on Back

**Business/Management Electives – 2 courses**

BUS2330 Marketing + (3)  
 BUS2430 Introductory Statistics \* + (3)  
 BUS2530 Legal Environment of Bus + (3)  
 BUS2930 Principles of Macroeconomics + (3)  
 BUS2940 Principles of Microeconomics + (3)  
 CIS1650 Accounting on the Microcomputer \* (3)  
 MGT1160 Customer Relations (3)  
 MGT1320 Entrepreneurship (3)  
 MGT2030 Advertising and Sales Promotion (3)  
 MGT2210 Salesmanship \* (3)  
 MGT2610 Marketing Research \* (3)  
 MGT2650 Small Business Mgt (3)  
 MGT2900 E-Commerce \* (3)  
 OST2300 Business Communications II (3)

**Computer Electives – 3 courses**

CIS1050 Introduction to Computers (3)  
 CIS1100 Microcomputer Graphics \* (3)  
 CIS1610 IT Fundamentals (3)  
 CIS1650 Accounting on Microcomputer \* (3)  
 CIS1700 Desktop Publishing \* (3)  
 CIS1750 Microcomputer Applications \* (3)  
 CIS1900 Fundamentals of Unix \* (3)  
 CIS2000 Microcomputer Operating Systems \* (3)  
 CIS2100 Microcomputer Database Mgt \* (3)  
 CIS2110 Adv Microcomputer Database Mgt \* (3)  
 CIS2200 Microcomputer Spreadsheet Appl \* (3)  
 CIS2210 Adv Spreadsheet Applications \* (3)  
 CIS2320 WP-WordPerfect I \* (3)  
 CIS2330 WP-WordPerfect II \* (3)  
 CIS2350 WP-Microsoft Word \* (3)  
 CIS2400 Web Page Development \* (3)

**Communications Electives – 1 written & 1 oral**

ENG1330 English Composition I +\* (3) (written)  
 ENG1440 Public Speaking + (3) (oral)  
 ENG1670 Interpersonal Communications I (3) (oral)

**Human Development Electives – 1 course**

PSY1130 General Psychology I + (3)  
 PSY1160 Applied Psychology (3)  
 PSY1250 Human Growth & Development (3)  
 SOC1130 General Sociology (3)  
 SOC1230 Social Problems (3)  
 SOC1540 Intro to Cultural Anthropology (3)  
 SOC1600 Ethnicity & Cultural Differences (3)

**History/Political Science Electives – 1 course**

HIS1230 American History I (3)  
 HIS1240 American History II (3)  
 POS1130 American National Government < (3)  
 POS1140 American State and Local Government < (3)  
 POS1180 American Political Systems + (3)

**Mathematics Electives – 1 course**

MAT1130 Intermediate Algebra \* (3)  
 MAT1230 College Algebra +\* (3)  
 MAT1330 Trigonometry +\* (3)  
 MAT1600 Calculus for Business/Soc. Sciences \* (3)  
 MAT1650 Analytical Geometry & Calculus I +\* (5)  
 TEC1900 Technical Mathematics I \* (3)  
 TEC1910 Technical Mathematics II \* (3)

**Science Electives – 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.

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

MINERAL AREA COLLEGE		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Business Management – Banking &amp; Finance</b>		
(Major Code: MB)		
Sem/Yr		Grade
_____	MGT1710 Human Resource Management.....3	_____
_____	MGT1800 Business Math .....3	_____
_____	MGT1840 Finance * .....3	_____
_____	MGT1940 Management Seminar .....1	_____
_____	MGT2200 Business Internship * .....3	_____
_____	MGT2660 Supervision/Mid-Mgt <b>OR</b> .....3	_____
	BUS2100 Fundamentals of Mgt +	
_____	OST1400 Business Communications I * .....3	_____
_____	OST2200 Intro to Business.....3	_____
_____	PAW1060 Prep for Employment.....1	_____
_____	Accounting Elective .....3	_____
_____	Accounting Elective .....3	_____
_____	Banking Elective .....3	_____
_____	Banking Elective .....3	_____
_____	Banking Elective .....3	_____
_____	Bus/Mgt Elective.....3	_____
_____	Bus/Mgt Elective.....3	_____
_____	Computer Elective .....3	_____
_____	Computer Elective .....3	_____
_____	Computer Elective .....3	_____
	Communications (1 written & 1 oral):	
_____	ENG133 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**  
**Business Management – Banking & Finance**

**Banking Electives – 9 Credit Hours**

MGT2020	Selling Bank Services (2)
MGT2040	Customer Service Skills (1)
MGT2470	Money & Banking * (3)
MGT2520	Consumer Lending * (3)
MGT2550	Bank Accounting * (3)
MGT2720	Law & Banking Applications * (3)
MGT2730	Marketing for Bankers * (2)
MGT2740	Law & Banking Principles (2)
MGT2750	Principles of Banking (2)
MGT2760	Analyzing Financial Statements * (3)
MGT2770	Deposit Operations * (3)
MGT2780	Teller Training: Basic (1)
MGT2790	Teller Training: Advanced * (1)

**Science Electives – 1 course**

BIO1150	General Biology (5)
BIO1250	General Botany (5)
BIO1330	Local Flora (3)
BIO1350	General Zoology (5)
BIO1430	Environmental Science (3)
PHS1130	Physical Science * (5)
PHS1200	Introductory Astronomy (3)
PHS1230	Oceanography (3)
PHS1250	Introductory Chemistry * (5)
PHS1350	General Chemistry I * (5)
PHS1420	College Physics I * (4)
PHS2230	General Physics I * (4)
PHS2400	Earth Science (5)
PHS2420	Earth Science I (3)
PHS2430	Earth Science II (3)
TEC1070	Unified Technical Concepts I * (4)
TEC1080	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.
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.