

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

**Accounting Electives – 2 courses**

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

**Business/Management Electives – 1 course**

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)  
 MGT1320 Entrepreneurship (3)  
 MGT1840 Finance \* (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 – 1 course**

CIS1100 Microcomputer Graphics \* (3)  
 CIS1650 Accounting on Microcomputer \* (3)  
 CIS1700 Desktop Publishing \* (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)  
 CIS2320 WP–WordPerfect I \* (3)  
 CIS2330 WP–WordPerfect II \* (3)  
 CIS2350 WP–Microsoft Word \* (3)  
 CIS2400 Web Page Development \* (3)

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

<b>MINERAL AREA COLLEGE</b>		
<b>ONE-YEAR CERTIFICATE</b>		
<b>Business Management</b>		
<b>(Major Code: MG-CE)</b>		
Sem/Yr		Grade
_____	CIS1050 Intro to Computers <b>OR</b> .....	3 _____
_____	CIS1750 Microcomputer Applications *	_____
_____	MGT1710 Human Resource Management .....	3 _____
_____	MGT1800 Business Math .....	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 _____
_____	_____ Bus/Mgt Elective .....	3 _____
_____	_____ Computer Elective .....	3 _____
_____	ENG1330 English Composition I * .....	3 _____
<b>Total Credit Hours</b>		<b>34</b>

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

TSA Date: \_\_\_\_\_

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. 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.