

Student ID #: _____ Student: _____

Accounting Electives – 2 courses

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

Business/Management Electives – 4 courses

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 the Microcomputer * (3)
 MGT 1160 Customer Relations (3)
 MGT 1320 Entrepreneurship (3)
 MGT 1590 Personal Finance (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 Electives – 5 courses

CIS 1050 Introduction to Computers (3)
 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 1750 Microcomputer Applications * (3)
 CIS 1900 Fundamentals of Unix * (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 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)
 POS 1180 American Political Systems + (3)

Mathematics Electives – 1 course

See List on Back

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		
ASSOCIATE OF APPLIED SCIENCE		
Business Management – Microcomputers		
(Major Code: MM)		
Sem/Yr		Grade
_____	MGT1710 Human Resource Management.....	3 _____
_____	MGT1800 Business Math	3 _____
_____	MGT1940 Management Seminar	1 _____
_____	MGT2200 Business Internship *	3 _____
_____	MGT2660 Supervision/Mid-Mgt OR	3 _____
_____	BUS 2100 Fundamentals of Mgt +	
_____	OST1400 Business Communications I *	3 _____
_____	OST 2200 Intro to Business.....	3 _____
_____	PAW1060 Prep for Employment.....	1 _____
_____	Accounting Elective	3 _____
_____	Accounting Elective	3 _____
_____	Bus/Mgt Elective.....	3 _____
_____	Bus/Mgt Elective.....	3 _____
_____	Bus/Mgt Elective.....	3 _____
_____	Bus/Mgt Elective.....	3 _____
_____	Bus/Mgt Elective.....	3 _____
_____	Computer Elective	3 _____
_____	Computer Elective	3 _____
_____	Computer Elective	3 _____
_____	Computer Elective	3 _____
_____	Computer Elective	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 _____
Total Credit Hours		71-75

GPA: _____

TSA Date: _____

Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Business Management – Microcomputers
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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 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)

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.