

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 – 6 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 1320 Entrepreneurship (3)  
 MGT 1840 Finance \* (3)  
 MGT 2030 Advertising and Sales Promotion (3)  
 MGT 2210 Salesmanship \* (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 – 3 courses**

CIS 1050 Introduction to Computers (3)  
 CIS 1100 Microcomputer Graphics \* (3)  
 CIS 1650 Accounting on Microcomputer \* (3)  
 CIS 1700 Desktop Publishing \* (3)  
 CIS 1750 Microcomputer Applications \* (3)  
 CIS 1900 Fundamentals of Unix \* (3)  
 CIS 2000 Microcomputer Operating Systems \* (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)

**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.

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

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

MINERAL AREA COLLEGE			
ASSOCIATE OF APPLIED SCIENCE			
Business Management			
(Major Code: MG)			
Sem/Yr			Grade
_____	MGT 1710	Human Resource Management .....	3 _____
_____	MGT 1800	Business Math.....	3 _____
_____	MGT 1940	Management Seminar.....	1 _____
_____	MGT 2200	Business Internship * .....	3 _____
_____	MGT 2660	Supervision/Mid-Mgt <b>OR</b> .....	3 _____
_____	BUS 2100	Fundamentals of Mgt +	
_____	OST 1400	Business Communications I * .....	3 _____
_____	OST 2200	Intro to Business .....	3 _____
_____	PAW 1060	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 _____
_____		Bus/Mgt Elective .....	3 _____
_____		Bus/Mgt Elective .....	3 _____
_____		Computer Elective.....	3 _____
_____		Computer Elective.....	3 _____
_____		Computer Elective.....	3 _____
Communications: (1 written & 1 oral)			
_____	ENG 1330	English Composition I * .....	3 _____
_____		.....	3 _____
Human Development:			
_____		.....	3 _____
History/Political Science:			
_____		.....	3 _____
Mathematics:			
_____		.....	3-5 _____
Science:			
_____		.....	3-5 _____
Total Credit Hours			71-75.

Student's Grade Point Average: \_\_\_\_\_

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

**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 1150	General Biology	(5)
BIO 1250	General Botany	(5)
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. Spring applicants must attend commencement exercises to receive a diploma or certificate.
3. All applicants are required to complete an outcomes assessment test (exit exam).
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A cumulative 2.0 grade point average is required for graduation.
6. Last fifteen (15) hours must be earned at Mineral Area College.