

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

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

**Management Elective– 1 course**

- CIS1650 Accounting on the Microcomputer \* (3)
- MGT1300 Organization Analysis/MGT (3)
- MGT1320 Entrepreneurship (3)
- MGT1840 Finance \* (3)
- MGT2030 Advertising and Sales Promotion\* (3)
- MGT2064 Cost Accounting \*(3)
- MGT2210 Salesmanship \* (3)
- MGT2540 Principles of Banking\* (3)
- MGT2610 Marketing Research \* (3)
- MGT2650 Small Business Mgt \*(3)
- MGT2900 E-Commerce \* (3)
- OST2300 Business Communications II\* (3)

<b>MINERAL AREA COLLEGE</b>		
<b>CERTIFICATE</b>		
<b>Business Management</b>		
<b>(Major Code: MG - CE) CIP 52.0101</b>		
Sem/Yr		Grade
_____	CIS1730 Office Applications .....2	_____
_____	CIS2200 Micro Spreadsheet Applications .....3	_____
_____	ENG1330 English Composition I* .....3	_____
_____	MGT1590 Personal Finance* .....3	_____
_____	MGT1710 Human Resource Management .....3	_____
_____	MGT1800 Business Math .....3	_____
_____	MGT2660 Supervision/Mid-Mgt.* .....3	_____
_____	MGT2980 Capstone – Business Management* .... 1	_____
_____	OST1400 Business Communications I* .....3	_____
_____	OST1500 Applied Accounting I .....3	_____
_____	OST1520 Applied Accounting II* .....3	_____
_____	OST2200 Intro to Business* .....3	_____
_____	Management Elective .....3	_____
_____	<b>GUI1010 First Year Seminar</b> .....1	_____
_____	<b>TSA0000 Technical Skills Assessment</b> .....0	_____
<b>Total Credit Hours</b> .....37		_____

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

GPA: \_\_\_\_\_ 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 and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date