

ID #: _____

Student: _____

Communications – 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 – 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 – 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)

Science – 1 course

- BIO 1100 Intro to Bio Science* (3)
- BIO 1150 General Biology* (5)
- BIO 1330 Local Flora *(3)
- BIO 2122 General Zoology* (5)
- BIO 1430 Environmental Science* (3)
- BIO 2112 General Botany *(5)
- PHS 1040 Consumer Chemistry* (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 1400 Earth Science* (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- 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)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs..... 12-15
Major Cr. Hrs.....55
Total Cr. Hrs.....67-70

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
Business Management – IT Specialist		
(Major Code: MQ - AP) CIP52.0101		
Sem/Yr		Grade
_____	BUS2100 Fundamentals of Management	3 _____
_____	BUS2530 Legal Environment of Business.....	3 _____
_____	CIS1030 IT for Business.....	3 _____
_____	CIS1620 A+ Computer Repair	3 _____
_____	CIS1670 Fundamentals of Networking	3 _____
_____	CIS1730 Office Applications	2 _____
_____	OR CIS1750 Micro Applications.....	3 _____
_____	CIS1930 Computer Ethics	3 _____
_____	CIS2200 Micro Spreadsheet Applications	3 _____
_____	CIS2400 Web Page Development	3 _____
_____	MGT1590 Personal Finance*	3 _____
_____	MGT1710 Human Resource Management.....	3 _____
_____	MGT2200 Business Internship*	3 _____
_____	PAW1060 Prep for Employment.....	1 _____
_____	OST1400 Business Communications I	3 _____
_____	OST1500 Applied Accounting I	3 _____
_____	OST1520 Applied accounting II*	3 _____
_____	OST 2200 Intro to Business*.....	3 _____
Communications (1 written & 1 oral):		
_____	ENG1330 English Composition I *	3 _____
_____	_____	3 _____
Human Development:		
_____	_____	3 _____
History/Political Science:		
_____	_____	3 _____
Mathematics:		
_____	MGT1800 Business Math.....	3 _____
Science:		
_____	_____	3-5 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
Total Credit Hours		67-70 _____

GPA: _____

Advisor: _____

NOTE: See graduation policies on back.

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Business Management – IT Specialist
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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 applicants are required to complete a graduation interview with the Career Placement Office.
3. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date