

ID#: _____ Student: _____

MINERAL AREA COLLEGE		
CERTIFICATE		
Business Management		
(Major Code: MG - CE) CIP 52.0101		
Sem/Yr		Grade
_____	BUS2100 Fundamentals of Management.....	3 _____
_____	CIS1650 Computerized Accounting.....	3 _____
_____	CIS1730 Office Applications	2 _____
_____	CIS2200 Micro Spreadsheet Applications	3 _____
_____	ENG1330 English Composition I*.....	3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	MGT1590 Personal Finance*.....	3 _____
_____	MGT1710 Human Resource Management	3 _____
_____	MGT1800 Business Math	3 _____
_____	OST1400 Business Communications I.....	3 _____
_____	OST1500 Applied Accounting I.....	3 _____
_____	OST1520 Applied Accounting II*.....	3 _____
_____	OST2200 Intro to Business*.....	3 _____
_____	PAW1060 Prep for Employment	1 _____
Total Credit Hours		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 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