

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 1350 General Zoology\* (5)  
BIO 1430 Environmental Science\* (3)  
BIO 2112 General Botany \*(5)  
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..... 18-22  
Major Cr. Hrs.....53  
Total Cr. Hrs.....67-69

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**  
**Business Management – IT Specialist**  
(Major Code: MQ - AP) CIP52.0101

Sem/Yr		Grade
_____	CIS1030 Information Technology for Business.....	3 _____
_____	CIS1620 A+ Computer Repair.....	3 _____
_____	CIS1670 Fundamentals of Networking .....	3 _____
_____	CIS1730 Office Applications .....	2 _____
_____	CIS1930 Computer Ethics .....	3 _____
_____	CIS2200 Micro Spreadsheet Applications .....	3 _____
_____	CIS2400 Web Page Development.....	3 _____
_____	MGT1160 Customer Relations .....	3 _____
_____	MGT1590 Personal Finance* .....	3 _____
_____	MGT1710 Human Resource Management.....	3 _____
_____	MGT2200 Business Internship* .....	3 _____
_____	MGT2660 Supervisor/Mid-Mgt* .....	3 _____
_____	MGT2980 Capstone – Business Management*.....	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 _____
_____	<b>GUI1010 First Year Seminar</b> .....	1 _____
_____	<b>HIS0000 MO Higher Education Civics Exam</b> .....	0 _____
_____	<b>TSA0000 Technical Skills Assessment</b> .....	0 _____
<b>Total Credit Hours</b>		<b>67-69</b> _____

GPA: \_\_\_\_\_

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

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

**ASSOCIATE OF APPLIED SCIENCE**  
**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 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.

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Signature Required  
Acknowledgement of Graduation Policies

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Date