

MINERAL AREA COLLEGE

BUSINESS MANAGEMENT CERTIFICATE

(Major Code: MG - CE) CIP 52.0101

Student: _____ ID#: _____

Sem/Year	Course #	Course Title	Hrs
	BUS 2100	Fundamentals of Management	3
	CIS 1730	Office Applications	2
	CIS 2200	Micro Spreadsheet Applications	3
	ENG 1330	English Composition I*	3
	GUI 1010	First Year Seminar	1
	MGT1590	Personal Finance*	3
	MGT1710	Human Resource Management	3
	MGT1800	Business Math	3
	OST 1400	Business Communications I	3
	BUS 2000	Principles of Accounting I	3
	BUS 2050	Principles of Accounting II*	3
	OST 2200	Introduction to Business	3
	PAW 1060	Prep for Employment	1
		Total Credit Hours (34)	

+ Recommended for transfer students.

* Course has prerequisite. See MAC Catalog.

GPA: _____

Navigator: _____

GRADUATION POLICIES:

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 navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date