

# MINERAL AREA COLLEGE

## BUSINESS MANAGEMENT CERTIFICATE

(Major Code: MG - CE) CIP 52.0101

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

Sem/Year	Course #	Course Title	Hrs
	BUS 2000	Principles of Accounting I	3
	BUS 2100	Fundamentals of Management	3
	BUS 2050	Principles of Accounting II*	3
	CIS 1730	Office Applications	2
	CIS 2200	Micro Spreadsheet Applications	3
	ENG 1330	English Composition I*	3
	MGT 1590	Personal Finance	3
	MGT 1710	Human Resources Management	3
	MGT 1800	Business Math	3
	OST 1400	Business Communications I	3
	OST 2200	Introduction to Business	3
	GUI 1010 OR GUI 1020	First Year Seminar OR Navigating College	1-2
	PAW1060	Prep for Employment	1
		<b>Total Credit Hours (34-35)</b>	

+ 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