







The Academic Plan is a semester-by-semester plan for the full-time student. Part-time students should work with an advisor to customize the map to fit individual needs.

ACADEMIC PLAN	Cr Hrs	NOTES
Fall 1st Year Semester 1		
COL101 Introduction to College	1	COL101 and reading proficiency are pre- reqs for some next semester course work MGT150 with a grade of “C” or better is a pre-req for some next semester course work CIS125 fulfills computer literacy graduation requirement
MGT103 Business Mathematics	3	
MGT150 Marketing *OER	3	
BUS101 Introduction to Business *OER	3	
CIS125 Computer Concepts and Applications	3	
Elective (Choose from list below)	3	
Total Hours	16	
Spring 1st Year Semester 2		
 ENG101 English Composition I	3	ENG101 is a pre-req for some next semester course work MGT107 with a grade of “C” or better is a pre-req for some next semester course work
MGT107 Bookkeeping	3	
 COM100 Fundamentals of Communication	3	
MGT105 Spreadsheet Applications	3	
Elective (Choose from list below)	3	
Total Hours	15	
Summer 1st Year		
MGT199 Business Internship *OER	4	
Total Hours	4	
Fall 2nd Year Semester 3		
MGT132 Personal Selling *OER	3	
BUS120 Principles of Management *OER	3	
 PSC102 US & Missouri Govt. & Constitution	3	
 ECO100 Intro to Economics *OER	3	
Elective (Choose from list below)	3	
Total Hours	15	
Spring 2nd Year Semester 4		
MGT145 Entrepreneurship *OER	3	
BUS261 Business Communication	3	
MGT262 Financial Management	3	
 PHY102 Topics of Physical Science	3	
Elective (Choose from list below)	3	
Total Hours	15	

ELECTIVE OPTIONS

Accounting	Marketing	Other
MGT245 QuickBooks	MGT133 Advertising *OER	MGT299 Business Internship II *OER
BUS240 Financial Accounting	MGT230 Social Media Marketing	BUS265 Business Law
BUS241 Managerial Accounting	MGT220 Web Marketing *OER	MGT125 Personal Finance *OER
MGT243 Payroll Accounting	MGT255 Marketing Strategies *OER	MGT120 Human Resources Mgmt *OER
MGT244 Computerized Accounting		PHL202 Ethics 
BUS245 Cost Accounting		PHL204 Business & Professional Ethics
BUS246 Tax Accounting		

Program Description: The Business Management degree is for those who wish to obtain an Associate of Applied Science degree and enter the workforce upon completion. The program provides a broad course of study in Management, Marketing, Accounting, Advertising, Personal Selling, Entrepreneurship, and Finance. *Many Business Management courses use free Open Educational Resources (OER), which significantly reduce the overall cost of course materials.

Admission Requirements:

There are no specific admission requirements for this program. Business Management coursework requires reading and a level of math proficiency. Certain general education coursework requires specific measures for placement. See www.jeffco.edu/future-students/admissions/math-english-placement or consult an advisor for more information.

Department Faculty Advisors: Dr. Cindy Rossi and Mrs. Kathy Johnson

Associate Dean: Dr. Terry Kite

Employment Outlook/Median Salary*:

Career	Degree Level Required	** Growth	Median Annual Salary
First-Line Supervisors of Retail Sales	High School Diploma, Post-Secondary Preferred	4%	\$36,820
Advertising Sales Agent	High School Diploma, Post-Secondary Preferred	-3%	\$50,380
Advertising, Promotion, and Marketing Managers	Bachelor's Degree	9%	\$127,560
Administrative Services Manager	Bachelor's Degree	10%	\$90,050
Property Real Estate and Association Managers	High School Diploma, Post-Secondary Preferred	11%	\$57,040
Accountant and Auditor	Bachelor's Degree	10%	\$68,150
Bookkeeping, Accounting, and Auditing Clerks	Some College	-1%	\$38,390

*Employment information based on current Bureau of Labor Statistics Occupational Outlook Handbook.

**Projected % of change in employment 2016-2026; the average for all occupations is 7%.

Jefferson College Program Highlights:

The Business Management degree is for those who wish to obtain an Associate of Applied Science degree and enter the workforce upon completion. The program provides a broad course of study in Management, Marketing, Advertising, Personal Selling, Accounting, Entrepreneurship, and Finance. The program includes a core of 30 credit hours in business curriculum, 4 credit hours of Internship which reflects 280 contact hours of work experience, a choice of 12 credit hours of electives from Accounting, Marketing or general business courses, 18 credit hours of general education, and one credit hour of college orientation. Most of these courses can be taken online.

Transfer Information:



Courses with this symbol are guaranteed to transfer to any public college or university in Missouri.

Pursuing a higher degree? Get the most credit for your transfer and earn your Bachelor's degree from Missouri Baptist University by attending MBU courses at the Jefferson College, Hillsboro campus!

The Associate of Applied Science degree in Business Management will transfer to Missouri Baptist University's Bachelor of Science in Applied Management.