


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.

	COURSE	CREDIT HOURS	NOTES
<b>Fall 1<sup>st</sup> Year--Semester 1</b>			
	COL101 Introduction to College	1	COL101 and reading proficiency are pre- reqs for some next semester course work
	MGT103 Business Mathematics	3	MGT103 with a grade of “C” or better is a pre-req for some next semester course work
	MGT107 Bookkeeping	3	MGT107 with a grade of “C” or better is a pre-req for some next semester course work
	CIS125 Computer Concepts and Applications	3	CIS125 is a pre-req for some next semester course work & fulfills computer literacy requirement
	MGT105 Spreadsheet Applications	3	
	Elective (Choose from list below)	3	
	<b>Total Hours</b>	<b>16</b>	
<b>Spring 1<sup>st</sup> Year--Semester 2</b>			
	BUS240 Financial Accounting	3	
	BUS261 Business Communications	3	
	MGT245 QuickBooks	3	
	MGT244 Computerized Accounting	3	
	MGT243 Payroll Accounting	3	
	Elective (Choose from list below)	3	
	<b>Total Hours</b>	<b>18</b>	
<b>Summer 1<sup>st</sup> Year--Summer</b>			
	ENG101 English Composition I	3	
	<b>Total Hours</b>	<b>3</b>	

**ELECTIVE OPTIONS**

MGT262 Financial Management	BUS265 Business Law	BUS245 Cost Accounting
ECO101 Macroeconomics 	MGT125 Personal Finance*	MGT295 Accounting Internship
ECO102 Microeconomics 	MGT132 Personal Selling*	MGT145 Entrepreneurship*
MGT150 Marketing*	PHL202 Ethics 	BUS120 Principles of Management*
	PHL204 Business & Professional Ethics	BUS168 Business Statistics

\*Uses free Open Education Resource digital textbook

**Program Description:** The Accounting degree is for those who wish to obtain an Associate of Applied Science degree and enter the workforce upon completion. The program provides an in-depth study of accounting to prepare students to work as entry level accountants and bookkeepers.

**Admission Requirements:** There are no specific admission requirements for this program. Accounting 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](http://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
Accountant and Auditor	Bachelor's Degree	10%	\$68,150
Bookkeeping, Accounting, and Auditing Clerks	High School Diploma, Post-Secondary Preferred	-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:**

- Multiple elective options allow students to tailor a program specific to their needs
- Accounting instructors have multiple years of teaching and industry experience

**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!

Certificate courses apply directly to the Associate of Applied Science degree in Accounting, which will transfer to Missouri Baptist University's Bachelor of Science in Applied Management.