

Last Name

First Name

**ASSOCIATE OF APPLIED SCIENCE  
BUSINESS MANAGEMENT DEGREE PLAN**

Effective 2022-2023

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Introduction to Business (3)	BUS101					X
Principles of Management (3)	BUS120				X	X
Marketing (3)	BUS150				X	X
Business Communications (3)	BUS261					X
Bookkeeping or Financial Accounting (3)	MGT107 or BUS240				X	X
Spreadsheet Applications (3)	MGT105				X	X
Personal Selling (3)	MGT132				X	X
Entrepreneurship (3)	MGT145					X
Business Internship I (3)	MGT199				X	X
Financial Management (3)	MGT262					X
Electives (12) Selected from list below					6 HOURS	12 HOURS
Group I. <i>Communications (3)</i>	ENG101(H)				X	X
Group II. <i>Humanities/Communications (3)</i>	COM100(H) or COM110				X	X
Group III. <i>Social/Behavioral Sciences (3)</i>						X
<i>Civics (3)</i>						X
<i>MO Higher Ed Civics Exam</i>	PSC001					X
Group IV. <i>Math and/or Science (3)</i>						X
Business Math (3)	MGT103*				X	X
Group V. <i>Computer Concepts and Applications (3)</i>	CIS125*					X
Group VI. <i>First Year Experience (1-3)</i>					X	X
<b>Student Signature/Date</b>						
<b>Advisor Signature/Date</b>						

Total Credit Hours:

34

64

**GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS**

**Group I. Communications 3 hrs.**  
ENG101(H) English Comp. I **required**

**Group II. Humanities/Communications 3 hrs.**  
COM100(H) or COM110 **required**

**Group III. Social/Behavioral Sciences 6 hrs.**  
3 hours must fulfill Civics requirement  
[See MOTR CORE 42 list for choices](#)

**Group IV. Math and/or Science 6 hrs.**  
MGT103 Business Math (3) **required**  
MTH105\*, 110\*128\*, or choose from MOTR list  
[See MOTR CORE 42 list for additional choices](#)

**Group V. Computer Literacy 3 hrs**  
CIS125\* **required**

**Group VI. First Year Experience 1-3 hrs.**  
COL100\*/101\*/136\* **required**

**ELECTIVES: Choose any four below for degrees or any two for certificates.**

To earn a concentration, choose three of the four electives in either Accounting or Marketing.

**Accounting:**

Financial Accounting BUS240  
Managerial Accounting BUS241

Cost Accounting BUS245  
Tax Accounting BUS246  
Payroll Accounting MGT243  
Computerized Accounting MGT244  
QuickBooks MGT245

**Optional:**

Business Law BUS265  
Human Resource Mgt. MGT120

Personal Finance MGT125

**Marketing:**

Advertising MGT133  
Web Marketing MGT220  
Social Media Mktg  
MGT230  
Marketing Strat MGT255

Internship II MGT299  
Ethics PHL202  
Bus and Prof Ethics  
PHL204

\*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

**NOTE: Students must complete at least 15 credit hours at Jefferson College to meet the residency requirement for graduation. Computer literacy requirement must be completed with a grade of "C" or better.**

Revised March 2022