

Last Name

First Name

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

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
Quick Books (3)	MGT245					X
Financial Management (3)	MGT262					X
Electives (9) Selected from list below					6 HOURS	9 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
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours:

34

64

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I. Communications 3 hrs.
ENG101(H) 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 (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 three 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

Optional:

Business Law BUS265
Human Resource Mgt. MGT120

Personal Finance MGT125

Marketing:

Advertising MGT133
Web Marketing MGT220
Social Media Mktg MGT230

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 May 2023