

Last Name

First Name

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

Effective 2019-2020

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Spreadsheet Applications (3)	BIT125				X	X
Introduction to Business (3)	BUS101					X
Principles of Management (3)	BUS120				X	X
Business Communications (3)	BUS261					X
Bookkeeping or Financial Accounting (3)	MGT107 or BUS240				X	X
Personal Selling (3)	MGT132				X	X
Entrepreneurship (3)	MGT145					X
Marketing (3)	MGT150				X	X
Business Internship I (4)	MGT199				X	X
Financial Management (3)	MGT262					X
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
<i>Business Math (3)</i>	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
Electives (12) <i>Selected from list below</i>					6 HOURS	12 HOURS
<b>Student Signature/Date</b>						
<b>Advisor Signature/Date</b>						

Total Credit Hours:

35 - 37      65 - 67

**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

**Marketing:**

Advertising MGT133  
Web Marketing MGT220  
Social Media Marketing MGT225  
Marketing Strategies MGT250

**Optional:**

Business Law BUS265  
Human Resource Mgt. MGT120  
Personal Finance MGT125

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.

Revised September 2019