### Jefferson College
#### Associate of Applied Science
#### Business Management Degree Plan

<table>
<thead>
<tr>
<th>Course Titles</th>
<th>Course Numbers</th>
<th>Done</th>
<th>Now</th>
<th>Need</th>
<th>Cert</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business (3)</td>
<td>BUS101</td>
<td>X</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Management (3)</td>
<td>BUS120</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing (3)</td>
<td>BUS150</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Communications (3)</td>
<td>BUS261</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookkeeping or Financial Accounting (3)</td>
<td>MGT107 or BUS240</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spreadsheet Applications (3)</td>
<td>MGT105</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Selling (3)</td>
<td>MGT132</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship (3)</td>
<td>MGT145</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Internship I (4)</td>
<td>MGT199</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Management (3)</td>
<td>MGT262</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives (12) Selected from list below</td>
<td></td>
<td>6 HOURS</td>
<td>12 HOURS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Group III. Social/Behavioral Sciences (3)**

**Civics (3)**
- MO Higher Ed Civics Exam PSC001

**Group IV. Math and/or Science (3)**
- MGT103 Business Math (3) required

**Group V. Computer Concepts and Applications (3)**
- CIS125* required

**Group VI. First Year Experience (1-3)**
- COL100*/101*/136* required

**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.

**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 Mktg MGT230
- Marketing Strat MGT255

**Optional:**
- Business Law BUS265
- Human Resource Mgt. MGT120
- Ethics PHL202
- Personal Finance MGT125
- 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 June 2020