

Last Name

First Name

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

Effective 2020-2021

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 (4)	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:

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

**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.

Revised June 2020