

Last Name

First Name

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

Effective 2021-2022

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
Student Signature/Date						
Advisor Signature/Date						

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 Mktg MGT230
Marketing Strat MGT255

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 March 2021