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

**Effective 2021-2022**

<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>
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<tbody>
<tr>
<td>Introduction to Business (3)</td>
<td>BUS101</td>
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<tr>
<td>Principles of Management (3)</td>
<td>BUS120</td>
<td>X</td>
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<tr>
<td>Marketing (3)</td>
<td>BUS150</td>
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<tr>
<td>Business Communications (3)</td>
<td>BUS261</td>
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<tr>
<td>Bookkeeping or Financial Accounting (3)</td>
<td>MGT107 or BUS240</td>
<td>X</td>
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<td>Spreadsheet Applications (3)</td>
<td>MGT105</td>
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<td>Personal Selling (3)</td>
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<td>Entrepreneurship (3)</td>
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<td>Business Internship I (4)</td>
<td>MGT199</td>
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<td>Financial Management (3)</td>
<td>MGT262</td>
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<td>Electives (12) Selected from list below</td>
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<td>6 HOURS</td>
<td>12 HOURS</td>
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**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**

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**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 March 2021