

## **Advising Guide Information for Jefferson College Business Administration Students**

If you are interested in pursuing a Bachelor of Science degree in Business Administration at a four-year college or university, please read the following information and review the advising guide.

1. What is the advising guide and how does it differ from Jefferson College's Associate of Arts degree plan?

The advising guide includes all of the requirements necessary to receive an Associate of Arts degree from Jefferson College, with a focus on courses that are generally required by Missouri's four-year colleges and universities for a Bachelor of Science degree in Business Administration.

2. If I have already adopted Jefferson College's Associate of Arts degree plan, am I required to begin following the advising guide?

No, if you are nearing the completion of your Associate of Arts degree program at Jefferson College, you need to decide whether the advising guide is suitable for you. Note: Most of the differences between the advising guide and the Associate of Arts degree plan relate to elective course work. Please be aware that if your elective credits do not include all of the business courses listed in the business core section of the advising guide, the time and course work required to complete your bachelor's degree in business administration may be increased. If you decide to take more than 62 credit hours, first check with your transfer institution to ensure how many credit hours will count towards a major in business administration.

3. What are the benefits of adopting the attached advising guide?

- The advising guide represents the most efficient way to receive a Bachelor of Science degree in Business Administration from a four-year college or university and will help ensure that you enter your four-year program as a junior.
- The advising guide communicates to four-year colleges and universities that you are serious about majoring in business administration and may increase your opportunities for receiving scholarship offers from these schools.
- The advising guide satisfies all requirements for an Associate of Arts degree from Jefferson College and can be completed in the same amount of time and with the same number of credit hours (62 credit hours).

*Resources on Career Opportunities and Employment Projections are available in Enrollment Services, located on the main floor of the Student Center.*

Bureau of Labor Statistics – Occupational Outlook Quarterly  
Job Choices for Business and Liberal Arts Students  
National Association of Colleges and Employers Journal  
Peterson's Job Opportunities in Business