



**Business Management
2024 – 2025 Associate of Applied Science
Degree/Certificate Plan**

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of “C” or better. See a list of course options for electives and each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the [MOTR webpage](#). This plan is not a substitute for meeting with an [Advising Specialist](#).

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree	
Core Requirements and Electives	Introduction to Business (3)	BUS101				X	
	Principles of Management (3)	BUS120			X	X	
	Marketing (3)	BUS150			X	X	
	Financial Accounting (3) OR Bookkeeping (3)	BUS240 OR MGT107			X	X	
	Business Communications (3)	BUS261				X	
	Spreadsheet Applications (3)	MGT105			X	X	
	Personal Selling (3)	MGT132			X	X	
	Entrepreneurship (3)	MGT145				X	
	Business Internship I (3)	MGT199			X	X	
	QuickBooks (3)	MGT245				X	
	Financial Management (3)	MGT262				X	
	Electives				6 credits	9 credits	
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)			X	X	
	Oral Communications (3)				X	X	
	Social and Behavioral Sciences (3)					X	
	Civics (3)					X	
	MO Civics Exam	PSC001				X	
	Mathematical Science AND/OR Natural Science	MGT103^				X	X
							X
	Computer Literacy (3)	CIS125^					X
First Year Experience (1)					X	X	
					Total Credits	34	64

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Electives	6/9	Accounting Concentration: BUS240, BUS241, BUS245, BUS246, MGT243; Marketing Concentration: MGT133, MGT220, MGT230; No Concentration: BUS265, MGT120, MGT125, PHL202, PHL204*
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	ECO101, ECO102
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^ and MTH105^, MTH110^, MTH128^; See MOTR webpage for a list of choices*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*Choose nine credits of electives for degrees or six credits of electives for certificates. To earn a concentration, choose three elective courses in either Accounting or Marketing.

*MGT103 is required for the Mathematical AND/OR Natural Science requirement.