

Last Name

First Name

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

Effective 2018-2019

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Spreadsheet Applications (3)	BIT125				X	X
Introduction to Business (3)	BUS101					X
Principles of Management (3)	BUS120				X	X
Business Communications (3)	BUS261					X
Bookkeeping or Financial Accounting (3)	MGT107 or BUS240				X	X
Personal Selling (3)	MGT132				X	X
Entrepreneurship (3)	MGT145					X
Marketing (3)	MGT150				X	X
Business Internship I (4)	MGT199				X	X
Financial Management (3)	MGT262					X
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
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
Electives (12) <i>Selected from list below</i>					6 HOURS	12 HOURS
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours:

35 - 37

65 - 67

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

ELECTIVES: Choose any four below for degrees or any two for certificates.

Group I. Communications 3 hrs.

ENG101(H) English Comp. I **required**

To earn a concentration, choose three of the four electives in either Accounting or Marketing.

Group II. Humanities/Communications 3 hrs.

COM100(H) or COM110 **required**

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 Marketing MGT230

Marketing Strategies MGT255

Group III. Social/Behavioral Sciences 6 hrs.

Civics: (3) HST103(H),104(H) or PSC102(H) required

Social/Behavioral Sciences: (3) **select one**

ECO100,101,102; GEO103; HST103(H),104(H);

PSC102(H),155; PSY101(H),205; SOC101(H),115

Group IV. Math and/or Science 6 hrs.

MGT103 Business Math (3) **required**

MTH105*,110*128*,131,132,134(H),141; BIO101(H),

BIO102,109,116,120,205,206,211; CHM101,102,111(H);

PHY101,102,105,106,111, 223

Optional:

Business Law BUS265

Human Resource Mgt. MGT120

Personal Finance MGT125

Internship II MGT299

Ethics PHL202

Bus and Prof Ethics PHL204

Group V. Computer Literacy 3 hrs

CIS125* **required**

Group VI. First Year Experience 1-3 hrs.

COL100*/101*/136* **required**

*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 August 13, 2018