



We Want to Help You!

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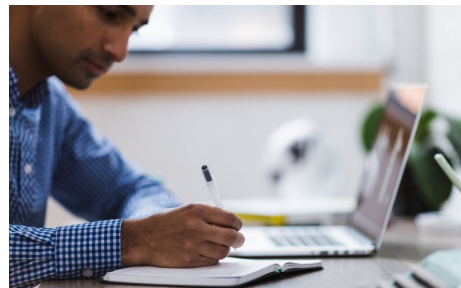
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BUSINESS MANAGEMENT PROGRAM



jeffersonstate.edu/bus

It is the official policy of Jefferson State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment.

The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.

Additional information on this policy and related policies is included in the Jefferson State Catalog & Student Handbook at jeffersonstate.edu/catalogs/

The Business Management Program offers options in Banking and Finance and Business Management. The Banking and Finance option helps the student develop skills appropriate for employment in the financial services industry. The Business Management curriculum enables an individual to acquire the necessary skills in order to find employment in the business area upon graduation.

Upon successful completion of the prescribed course of study, students are awarded an Associate in Applied Science Degree (AAS), and/or an Advanced Certificate and/or a Certificate. Check with your four-year institution for the transferability of courses in this program. These options are not designed to transfer to a four-year institution.

Since some of the courses are offered only once a year, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

The program is accredited by the Southern Association of Colleges and Schools (SACS) and the Accreditation Council for Business Schools and Program (ACBSP).

Business Management Program

Curriculum

Courses required for Business Management Degree

- **Banking and Finance Option (AAS C229)****
- **Business Management Option (AAS C043)**
- **Entrepreneurship Option (AAS C256)**

General Courses (19 hours)

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking or SPH 106 Fundamentals of Oral Communication	3
MTH Elective * (A116) MTH 100 or MTH 116 or higher level math course	3
Lab Science Elective (ASCI):..... (astronomy, biology, chemistry, physical science, physics)	4
Humanities and Fine Arts Elective: (AHUM)	3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
PED/HED Elective	3

*Banking Option students must take MTH 100, not MTH 116.

Major Courses (24 hours)

ECO 231 Principles of Macroeconomics	3
ECO 232 Principles of Microeconomics	3
ACT 145 Basic Accounting Procedures or BUS 241** Principles of Accounting I	3
BUS 146 Personal Finance	3
BUS 263 Legal and Social Environment of Business	3
BUS 285 Principles of Marketing	3
MST 111 Elements of Supervision	3
CIS 146 Microcomputer Applications	3

**Banking Option students must take BUS 241, not ACT 145.

Courses specific to each option.

Banking and Finance Option (20 hours)

BFN 100 Principles of Banking	2
BFN 101 Law and Banking: Principles	2
BFN 102 Law and Banking: Applications	2
BFN 280 Real Estate Finance	2
BFN 205 Money and Banking	3
BUS 215 Business Communication	3
BUS 242 Principles of Accounting II	3
CIS 113 Spreadsheet Software Applications	3

Total Credit Hours 33

Business Management Option (21 hours)

BUS 100 Introduction to Business	3
BUS 215 Business Communication	3
BUS 275 Principles of Management	3
MST 201 Human Resource Management	3
MST 215 Small Business Management	3
ACT 249 Payroll Accounting	3
BUS, ACT, CIS, MST or OAD Elective	3

Total Credit Hours 64

** For more information on the Banking and Finance Option, contact Jesse Bryson at (205) 856-7845 or jbryson@jeffersonstate.edu.

Entrepreneurship Option (21 hours)

ETP 265 Entrepreneurial Marketing	3
ETP 266 Entrepreneurial Finance	3
ETP 279 Small Business Management	3
BUS 100 Introduction to Business	3
ACT 249 Payroll Accounting	3
BUS 215 Business communication	3
BUS, ACT, CIS, MST, ETP or OAD Elective	3

Total Credit Hours 64

Courses required for Business Management Advanced Certificate

- **Banking and Finance Option (CER C229)**
- **Business Management Option (CER C043)**
- **Entrepreneurship Option (AAS C256)**

Banking and Finance Option

ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
CIS 146 Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM)	3
(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
BFN 100 Principles of Banking	2
BFN 101 Law and Banking: Principles	2
BFN 102 Law and Banking: Applications	2
BFN 205 Money and Banking	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BFN 280 Real Estate Finance	2
CIS 113 Spreadsheet Software Applications	3

Total Credit Hours 32

Business Management Option

ENG 101 English Composition I	3
MTH Elective (A116) MTH 100 or MTH 116 or higher level math course	3
Humanities and Fine Arts Elective: (AHUM)	3
(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
CIS 146 Microcomputer Applications	3
MST 111 Elements of Supervision	3
MST 201 Human Resource Management	3
ACT 145 Basic Accounting Procedures or BUS 241 Principles of Accounting I	3
BUS 146 Personal Finance	3
MST 215 Small Business Management	3
BUS, ACT, CIS, MST or OAD Elective	3

Total Credit Hours 30

Entrepreneurship Option

ENG 101 English Composition I	3
MTH Elective: (A116) MTH 100 or MTH 116 or higher level math course	3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
CIS 146 Microcomputer Applications	3
ETP 265 Entrepreneurial Marketing	3
ETP 266 Entrepreneurial Finance	3
ETP 279 Small Business Management	3
BUS 100 Introduction to Business	3
BUS 215 Business Communication	3
BUS, ACT, CIS, MST, ETP or OAD Elective	3

Total Credit Hours 30

Courses required for Business Management Certificate

- **Banking and Finance Option (STC C229)**
- **Business Management Option (STC C043)**
- **Entrepreneurship Option (AAS C256)**

Banking and Finance Option

ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
CIS 146 Microcomputer Applications	3
BFN 100 Principles of Banking	2
BFN 101 Law and Banking: Principles	2
BFN 102 Law and Banking: Applications	2
BFN 205 Money and Banking	3
BFN 280 Real Estate finance	2
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3

Total Credit Hours 26

Business Management Option

ENG 101 English Composition I	3
MTH Elective (A116) MTH 100 or MTH 116 or higher level math course	3
CIS 146 Microcomputer Applications	3
MST 111 Elements of Supervision	3
MST 201 Human Resource Management	3
ACT 145 Basic Accounting Procedures or BUS 241 Principles of Accounting I	3
BUS 146 Personal Finance	3
MST 215 Small Business Management	3
BUS, ACT, CIS, MST, or OAD Elective	3

Total Credit Hours 27

Certificate section: Entrepreneurship Option

CIS 146 Microcomputer Applications	3
ETP 265 Entrepreneurial Marketing	3
ETP 266 Entrepreneurial Finance	3
ETP 279 Small Business Management	3
BUS 215 Business Communication	3

Total Credit Hours 15

**FIND YOUR
PLACE
AT JEFFERSON STATE**