

Administrative Services Manager - AAS

2021-22

Program map for Administrative Services Manager Associate in Applied Science (AAS)

Administrative professionals must possess knowledge of business principles, day-to-day operations, leadership, and interpersonal skills. Administrative professionals are responsible for managing communication and information using appropriate business technology tools. They are often tasked with customer service, project management, analysis and reporting of business data, budgeting, and technical expertise with Internet commerce and social media tools as a means for marketing. Administrative professionals must also be able to collaborate and effectively work in a team environment.

See also:

- [Degree Requirements for Accounting, Business and Leadership programs](#)
- [Course descriptions in LCC Catalog](#)
- [Distribution lists in LCC Catalog](#)

Please note that many course sequences only begin in fall quarter. Please check with your program advisor for more information.

Please review both the "By Quarter Overview" and "Detailed Class Sequence" tabs below.

By Quarter Overview

First Quarter

- BUS 100: Foundations of Business Success (3 credits)
- BTEC 104: Introduction to Business Technology (5 credits)
 - *Concurrently w/ BUS 100**
- BUS 104: Business Math Applications (5 credits)
 - *Math 78/79**
- COLL 101: College Success 101 (2 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor

Second Quarter

- BTEC 111: Word Processing I (5 credits)
 - *BTEC 104 with a grade of C or better and minimum keyboarding of 35WPM or concurrent enrollment in BTEC 105**
- BTEC 131: Introduction to Spreadsheets (5 credits)
 - *BTEC 104 or CS110, BUS 104 or MATH 88 or MATH 97, with a grade of C or better**

- ENGL& 101: English Composition I (5 credits)
 - *Placement into ENGL& 101**
- IT 111: Introduction to Windows (4 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor

Third Quarter

- BTEC 112: Word Processing II (5 credits)
 - *BTEC 111 with a grade of C or better and minimum keyboarding of 45WPM or concurrent enrollment in BTEC 105**
- ACCT 101: Introduction to Accounting Concepts (5 credits)
 - *BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better **
- BTEC 135: Advanced Data Analysis (5 credits)
 - *BTEC 131 with a grade of C or better**

**Pre- and/or co-requisite(s)*

Meet with Advisor

Fourth Quarter

- BUS 144: Management of Human Relations (5 credits)
- BTEC 148: Introduction to Outlook (2 credits)
- BUS& 101: Introduction to Business (5 credits)

Meet with Advisor

Fifth Quarter

- CMST& 220: Public Speaking OR CMST& 230: Small Group Communication (5 credits)
- IT 230: Database Development (5 credits)
 - *BTEC 135 with a grade of C or better**
- BUS 150: Customer Service Management (5 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor

Sixth Quarter

- BUS 264: Principles of Marketing (5 credits)
 - *BUS& 101**
- ENGL& 235: Technical Writing (5 credits)
 - *ENGL& 101 with a grade of C or better**
- Electives (1-5 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor**Apply for Graduation****Seventh Quarter**

- BUS 270: Introduction to Project Management (5 credits)
 - *BTEC 131 & BUS 144**
- BTEC 294: Career Success (2 credits)
 - *Program Advisor Permission Required*
- Electives (1-5 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor**Graduate****Detailed Class Sequence****1. Foundations of Business Success**

BUS 100 (3 credits)

2. Introduction to Business Technology

BTEC 104 (5 credits)

*Pre- and/or co-requisite(s): BUS 100**

3. Business Math Applications

BUS 104 (5 credits)

Pre- and co-requisite(s): Math 78/79

4. College Success 101

COLL 101 (2 credits)

5. Word Processing I

BTEC 111 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 with a grade of C or better and minimum keyboarding of 35WPM or concurrent enrollment in BTEC 105**

6. Introduction to Spreadsheets

BTEC 131 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 or CS110, BUS 104 or MATH 88 or MATH 97, with a grade of C or better**

7. English Composition I

ENGL& 101 (5 credits)

Pre- and/or co-requisite(s): Placement into ENGL& 101

8. Introduction to Windows

IT 111 (4 credits)

9. Word Processing II

BTEC 112 (5 credits)

*Pre- and/or co-requisite(s): BTEC 111 with a grade of C or better and minimum keyboarding of 45WPM or concurrent enrollment in BTEC 105**

10. Introduction to Accounting Concepts

ACCT 101 (5 credits)

*Pre- and/or co-requisite(s): BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better **

11. Advanced Data Analysis

BTEC 135 (5 credits)

*Pre- and/or co-requisite(s): BTEC 131 with a grade of C or better**

12. Management of Human Relations

BUS 144 (5 credits)

13. Introduction to Outlook

BTEC 148 (2 credits)

14. Introduction to Business

BUS& 101 (5 credits)

15. Public Speaking OR Small Group Communication

MCST& 220 OR CMST& 230 (5 credits)

16. Database Development

IT 230 (5 credits)

*Pre- and/or co-requisite(s): BTEC 135 with a grade of C or better**

17. Customer Service Management

BUS 150 (5 credits)

18. Principles of Marketing

BUS 264 (5 credits)

Pre- and/or co-requisite(s): BUS& 101

19. Technical Writing

ENGL& 235 (5 credits)

*Pre- and/or co-requisite(s): ENGL& 101 with a grade of C or better**

20. Introduction to Project Management

BUS 270 (5 credits)

Pre- and/or co-requisite(s): BTEC 131 & BUS 144

21. Career Success

BTEC 294 (2 credits)

Program Advisor Permission Required

22. Electives

1-5 credit(s)

Program Maps for Accounting, Business and Leadership

- Accounting Technician - AAS
- Administrative Services Manager - AAS
- Administrative Support - COP
- Business - AA-DTA/MRP
- Business - AA-DTA/MRP (online)
- Business Management - AAS
- Community Health and Wellness Advocate - COC
- General Business - COP

- Medical Billing and Coding Specialist - COP
- Medical Office Administration - AAS
- Medical Reception - COP
- Retail Management - COC