

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



2025-26

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.

View this program in the LCC Catalog ([lowercolumbia.edu/publications/catalog/programs/Business-AS-Administrative-Services-Manager](https://lowercolumbia.edu/publications/catalog/programs/Business-AS-Administrative-Services-Manager))

## See also

- [Degree Requirements for Accounting, Business and Leadership programs \(lowercolumbia.edu/programs/business\)](https://lowercolumbia.edu/programs/business)
- [Course descriptions in the LCC Catalog \(lowercolumbia.edu/publications/catalog/courses\)](https://lowercolumbia.edu/publications/catalog/courses)
- [Distribution lists in the LCC Catalog \(lowercolumbia.edu/publications/catalog/distribution-lists\)](https://lowercolumbia.edu/publications/catalog/distribution-lists)

**Important:** Many course sequences only begin in fall quarter. Check with your program advisor.

## By Quarter Overview

### First Quarter

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- 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 \(lowercolumbia.edu/advising/meet-with-advisor\)](https://lowercolumbia.edu/advising/meet-with-advisor)

## Second Quarter

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- 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)*

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## Third Quarter

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- 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)*

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## Fourth Quarter

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- BUS 144: Management of Human Relations (5 credits)
- BUS& 101: Introduction to Business (5 credits)
- IT 230: Database Development (5 credits)
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[Meet with Advisor \(lowercolumbia.edu/advising/meet-with-advisor\)](https://lowercolumbia.edu/advising/meet-with-advisor)

## Fifth Quarter

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- CMST& 220: Public Speaking OR CMST& 230: Small Group Communication (5 credits)
- BUS 150: Customer Service Management (5 credits)
- BTEC 148: Introduction to Outlook (2 credits)

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

[Meet with Advisor \(lowercolumbia.edu/advising/meet-with-advisor\)](https://lowercolumbia.edu/advising/meet-with-advisor)

## Sixth Quarter

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- 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 \(lowercolumbia.edu/advising/meet-with-advisor\)](https://lowercolumbia.edu/advising/meet-with-advisor)

[Apply for Graduation \(lowercolumbia.edu/graduation\)](https://lowercolumbia.edu/graduation)

## Seventh Quarter

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- BUS 270: Introduction to Project Management (5 credits)
  - *BTEC 131 & BUS 144\**
- BUS 294: Career Success (2 credits)
  - *Program advisor permission required\**

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

[Meet with Advisor \(lowercolumbia.edu/advising/meet-with-advisor\)](https://lowercolumbia.edu/advising/meet-with-advisor)

[Graduate \(lowercolumbia.edu/commencement\)](https://lowercolumbia.edu/commencement)

## Detailed Class Sequence

### 1. Foundations of Business Success

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BUS 100 (3 credits)

### 2. Introduction to Business Technology

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BTEC 104 (5 credits)

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

### 3. Business Math Applications

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BUS 104 (5 credits)

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

### 4. College Success 101

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COLL 101 (2 credits)

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## 5. Word Processing I

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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\**

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## 6. Introduction to Spreadsheets

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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\**

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## 7. English Composition I

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ENGL& 101 (5 credits)

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

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## 8. Introduction to Windows

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IT 111 (4 credits)

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## 9. Word Processing II

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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\**

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## 10. Introduction to Accounting Concepts

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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 \**

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## 11. Advanced Data Analysis

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BTEC 135 (5 credits)

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

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## 12. Management of Human Relations

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BUS 144 (5 credits)

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## 13. Introduction to Outlook

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BTEC 148 (2 credits)

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## 14. Introduction to Business

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BUS& 101 (5 credits)

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## 15. Public Speaking OR Small Group Communication

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MCST& 220 OR CMST& 230 (5 credits)

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## 16. Database Development

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IT 230 (5 credits)

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

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## 17. Customer Service Management

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BUS 150 (5 credits)

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## 18. Principles of Marketing

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BUS 264 (5 credits)

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

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## 19. Technical Writing

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ENGL& 235 (5 credits)

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

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## 20. Introduction to Project Management

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BUS 270 (5 credits)

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

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## 21. Career Success

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BUS 294 (2 credits)

*Program advisor permission required*