Program map for Administrative Services Manager Associate in Applied Science - Transfer (AAS-T) for LCC BAS-OLTM

2026-27

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-AAST-Administrative-Services-Manager-to-BAS-OLTM)

See also

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

- BUS 100: Foundations of Business Success (3 credits)
- BTEC 104: Introduction to Business Technology (5 credits)
  - *Concurrently w/ BUS 100**
- MATH& 107 Math in Society or higher (5 credits)
  - *Math 78/79**

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- COLL 101: College Success 101 (2 credits)

Pre- and/or co-requisite(s)

Meet with Advisor (lowercolumbia.edu/advising/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 (lowercolumbia.edu/advising/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 OR ACCT 135: Accounting for Non-Accountants (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 (lowercolumbia.edu/advising/meet-with-advisor)

Fourth Quarter

- SOC& 101: Intro to Sociology: DIV OR ANTH& 206: Cultural Anthropology: DIV (5 credits)
- BUS& 101: Introduction to Business (5 credits)
- IT 230: Database Development (5 credits)

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Fifth Quarter

- CMST& 220: Public Speaking OR choose from the Humanities Distribution List (5 credits)
- BTEC 148: Introduction to Outlook (2 credits)
- BUS 150: Customer Service Management (5 credits)

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Pre- and/or co-requisite(s)

Meet with Advisor (lowercolumbia.edu/advising/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**
- Choose a Natural Science course from the Distribution List (5 credits)

Pre- and/or co-requisite(s)

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)
Apply for Graduation (lowercolumbia.edu/graduation)

Seventh Quarter

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

Pre- and/or co-requisite(s)

Graduate (lowercolumbia.edu/commencement)

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. Math in Society or higher math class

MATH& 107 (5 credits)
Pre- and co-requisite(s): Math 78/79

4. College Success 101

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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 or Accounting for Non-Accountants

ACCT 101 or ACCT 135 (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. Intro to Sociology or Cultural Anthropology: DIV

SOC& 101 OR ANTH& 206 (5 credits)

13. Introduction to Outlook

BTEC 148 (2 credits)

14. Introduction to Business

BUS& 101 (5 credits)

15. Public Speaking OR choose from Humanities Distribution List

CMST& 220 OR Choose from Humanities Distribution List (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. Natural Science Class

Natural Science Class from Distribution List (5 credits)

21. Introduction to Project Management

BUS 270 (5 credits)
Pre- and/or co-requisite(s):BTEC 131 & BUS 144

22. Career Success

BUS 294 (2 credits)

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Program advisor permission required

23. Electives

Electives (5 credits)
Pre- and/or co-requisite(s): Program advisor permission required