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# Business Management - AAS

## 2021-22

### Program map for Business Management Associate in Applied Science (AAS)

Entry-level supervisory and management positions require people with a strong foundation in general business, accounting, economics, and computers. The Business Management AAS degree is also designed for people interested in starting a business or preparing for advancement opportunities.

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

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- BUS 100: Foundations of Business Success (3 credits)
- COLL 101: College Success 101 (2 credits)
- CS 110: Introduction to Microcomputer Application (3 credits)
- BUS 119: Business Communications (5 credits)
  - *Placement into ENGL 099 or TECH 105 with a grade of C or better or placement into ENGL& 101\**

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

### Meet with Advisor

### Second Quarter

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- BUS& 101: Introduction to Business (5 credits)
- BUS 165: Salesmanship (5 credits)
- BUS 104: Business Math Application (5 credits)
  - *BUS 100 or concurrent enrollment, Math 78/79 or TECH 78/79 with a grade of C or better\**

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

**Meet with Advisor**

**Third Quarter**

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- BUS 150: Customer Service/Management (5 credits)
- CMST& 220: Public Speaking (5 credits)
- ECON 105: Introduction to Economics (5 credits)
- BTEC 131: Introduction to Spreadsheets (5 credits)
  - *BTEC 104 or CS 110, and BUS 104 or MATH88 or MATH 97, with a grade of C or better\**

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

**Meet with Advisor**

**Fourth Quarter**

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- BUS 144: Management of Human Relations: DIV (5 credits)
- ACCT 101: Introduction to Accounting Concepts (5 credits)
  - *BUS 100, MATH 79 or TECH 79 or higher with a grade of C or better\**
- BUS 240: Principles of Supervision (5 credits)

**Meet with Advisor**

**Apply for Graduation**

**Fifth Quarter**

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- BUS& 201: Business Law (5 credits)
  - *ENGL& 101 or BUS 119, or equivalent, with a grade of C or better\**
- BUS 244: Human Resources Management (5 credits)
- BUS 264: Principles of Marketing (5 credits)
  - *BUS& 101 or instructor permission\**
- BUS 294: Career Success (3 credits)
  - *Program advisor permission required*

**Meet with Advisor**

**Sixth Quarter**

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- BUS 259: Starting/Managing a Small Business (5 credits)
  - *ACCT 101, BUS& 101, and BTEC 131 with a grade of C or better\**
- BUS 245: Principles of Management (5 credits)
- BUS 270: Introduction to Project Management (5 credits)
  - *BTEC 131 and BUS 144 with a grade of C or better\**

**Graduate**

**Detailed Class Sequence**

**1. Foundations of Business Success**

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BUS 100 (3 credits)

## **2. College Success 101**

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COLL 101 (2 credits)

## **3. Introduction to Microcomputer Application**

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CS 110 (3 credits)

## **4. Business Communications**

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BUS 119 (5 credits)

*Pre- and/or co-requisite(s): Placement into ENGL 099 or TECH 105 with a grade of C or better or placement into ENGL& 101\**

## **5. Introduction to Business**

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BUS& 101 (5 credits)

## **6. Salesmanship**

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BUS 165 (5 credits)

## **7. Business Math Application**

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BUS 104 (5 credits)

*Pre- and/or co-requisite(s): BUS 100 or concurrent enrollment, Math 78/79 or TECH 78/79 with a grade of C or better\**

## **8. Customer Service/Management**

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BUS 150 (5 credits)

## **9. Public Speaking**

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CMST& 220 (5 credits)

## **10. Introduction to Economics**

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ECON 105 (5 credits)

## **11. Introduction to Spreadsheets**

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BTEC 131 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 or CS 110, and BUS 104 or MATH88 or MATH 97, with a grade of C or better*

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## **12. Management of Human Relations: DIV**

BUS 144 (5 credits)

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## **13. Introduction to Accounting Concepts**

ACCT 101 (5 credits)

*Pre- and/or co-requisite(s): BUS 100, MATH 79 or TECH 79 or higher with a grade of C or better\**

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## **14. Principles of Supervision**

BUS 240 (5 credits)

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## **15. Business Law**

BUS& 201 (5 credits)

*Pre- and/or co-requisite(s): ENGL& 101 or BUS 119, or equivalent, with a grade of C or better\**

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## **16. Human Resources Management**

BUS 244 (5 credits)

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## **17. Principles of Marketing**

BUS 264 (5 credits)

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

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## **18. Career Success**

BUS 294 (2 credits)

*Pre- and/or co-requisite(s): Program advisor permission required*

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## **19. Starting/Managing a Small Business**

BUS 259 (5 credits)

*Pre- and/or co-requisite(s): ACCT 101, BUS& 101, and BTEC 131 with a grade of C or better\**

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## 20. Principles of Management

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BUS 245 (5 credits)

## 21. Introduction to Project Management

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BUS 270 (5 credits)

*Pre- and/or co-requisite(s): BTEC 131 and BUS 144 with a grade of C or better\**

## 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