

Business Management - AAS



2023-24

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: (lowercolumbia.edu/programs/business)

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

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

Second Quarter

- 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)*

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Third Quarter

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

Fourth Quarter

- 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)
- BUS 159: Principles of Retailing OR BUS 290: Design Thinking and Entrepreneurship (Recommended) (5 credits)

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

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

Fifth Quarter

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

Sixth Quarter

- 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 \(lowercolumbia.edu/commencement \)](http://lowercolumbia.edu/commencement)

Detailed Class Sequence

1. Foundations of Business Success

BUS 100 (3 credits)

2. College Success 101

COLL 101 (2 credits)

3. Introduction to Microcomputer Application

CS 110 (3 credits)

4. Business Communications

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

BUS& 101 (5 credits)

6. Salesmanship

BUS 165 (5 credits)

7. Business Math Application

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

BUS 150 (5 credits)

9. Public Speaking

CMST& 220 (5 credits)

10. Introduction to Economics

ECON 105 (5 credits)

11. Introduction to Spreadsheets

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

12. Management of Human Relations: DIV

BUS 144 (5 credits)

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**

14. Principles of Supervision

BUS 240 (5 credits)

15. Elective

BUS 159: Principles of Retailing OR BUS 290: Design Thinking and Entrepreneurship (Recommended) (5 credits)

16. 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**

17. Human Resources Management

BUS 244 (5 credits)

18. Principles of Marketing

BUS 264 (5 credits)

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

19. Career Success

BUS 294 (2 credits)

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

20. 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**

21. Principles of Management

BUS 245 (5 credits)

22. Introduction to Project Management

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 (lowercolumbia.edu/program-maps/business)

- [Accounting Technician - AAS \(lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician \)](http://lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician)
- [Accounting Technician - AAS-T \(BAS-OLTM Option\) \(lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM \)](http://lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM)
- [Administrative Services Manager - AAS \(lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager \)](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager)

- **Administrative Services Manager - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM)**
- **Administrative Support - COP (lowercolumbia.edu/program-maps/business/COP-Administrative-Support)**
- **Business - AA-DTA/MRP (lowercolumbia.edu/program-maps/business/DTA-MRP-Business)**
- **Business - AA-DTA/MRP (online) (lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online)**
- **Business Management - AAS (lowercolumbia.edu/program-maps/business/AAS-Business-Management)**
- **Business Management for BAS-OLTM - AAS-T (lowercolumbia.edu/program-maps/business/AAS-T-Business-Management-for-BAS-OLTM-)**
- **Community, Health and Wellness Advocate – COC (lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate)**
- **General Business – COP (lowercolumbia.edu/program-maps/business/COP-General-Business)**
- **Medical Billing and Coding Specialist - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist)**
- **Medical Office Administration - AAS (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration)**
- **Medical Office Administration - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM)**
- **Medical Reception - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Reception)**
- **Organizational Leadership and Technical Management, Full-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-FT)**
- **Organizational Leadership and Technical Management, Part-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-PT)**
- **Retail Management – COC (lowercolumbia.edu/program-maps/business/COC-Retail-Management)**