

# Administrative Services Manager - AAS-T (BAS-OLTM Option)



**2023-24**

## Program map for Administrative Services Manager Associate in Applied Science (AAS-T), BAS-OLTM Option

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:** ( [lowercolumbia.edu/programs/business](https://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

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- 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\**
- COLL 101: College Success 101 (2 credits)

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

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

## Fourth Quarter

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- SOC& 101: Intro to Sociology: DIV OR ANTH& 206: Cultural Anthropology: DIV (5 credits)
- BTEC 148: Introduction to Outlook (2 credits)
- BUS& 101: Introduction to Business (5 credits)

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

## Fifth Quarter

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- CMST& 220: Public Speaking OR choose from the Humanities Distribution List (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 \( lowercolumbia.edu/advising/meet-with-advisor \)](http://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\**
- Choose a Natural Science course from the Distribution List (5 credits)

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

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

[Apply for Graduation \( lowercolumbia.edu/graduation \)](http://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\**
- Electives (5 credits)
  - *Program advisor permission required\**

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

[Graduate \( lowercolumbia.edu/commencement \)](http://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. Math in Society or higher math class

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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**

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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\**

## **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\**

## **7. English Composition I**

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ENGL& 101 (5 credits)

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

## **8. Introduction to Windows**

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IT 111 (4 credits)

## **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\**

## **10. Introduction to Accounting Concepts or Accounting for Non-Accountants**

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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**

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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**

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SOC& 101 OR ANTH& 206 (5 credits)

## **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 choose from Humanities Distribution List**

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

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Natural Science Class from Distribution List (5 credits)

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## **21. 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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## **22. Career Success**

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BUS 294 (2 credits)

*Program advisor permission required*

## 23. Electives

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Electives (5 credits)

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



### Program Maps for Accounting, Business and Leadership ( [lowercolumbia.edu/program-maps/business](http://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](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM) )
- Administrative Support - COP ( [lowercolumbia.edu/program-maps/business/COP-Administrative-Support](http://lowercolumbia.edu/program-maps/business/COP-Administrative-Support) )
- Business - AA-DTA/MRP ( [lowercolumbia.edu/program-maps/business/DTA-MRP-Business](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business) )
- Business - AA-DTA/MRP (online) ( [lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online) )
- Business Management - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Business-Management](http://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](http://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](http://lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate) )
- General Business – COP ( [lowercolumbia.edu/program-maps/business/COP-General-Business](http://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](http://lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist) )
- Medical Office Administration - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration](http://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](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM) )
- Medical Reception - COP ( [lowercolumbia.edu/program-maps/business/COP-Medical-Reception](http://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](http://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](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-PT) )
- Retail Management – COC ( [lowercolumbia.edu/program-maps/business/COC-Retail-Management](http://lowercolumbia.edu/program-maps/business/COC-Retail-Management) )