

Administrative Services Manager

Associate in Applied Science (AAS)

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.

For a roadmap that identifies the preferred sequencing of courses and other specific recommendations from faculty, please see the corresponding program map(s):

- [Administrative Services Manager Associate in Applied Science \(AAS\) \(lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager\)](https://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager)

Degree Requirements

Total credits required to earn this degree: 92-96 with a cumulative grade point average (GPA) of at least 2.0 in the program requirements.

LCC students must meet distribution requirements for bachelor degrees, associate degrees, and specific certificates. See [Diversity and Distribution Lists \(lowercolumbia.edu/publications/catalog/distribution-lists/\)](https://lowercolumbia.edu/publications/catalog/distribution-lists/) for more information.

General Education Requirements

- **Communications:**
5 credits - ENGL& 101 English Composition I.
- **Quantitative Skills:**
5 credits – BUS 104 Business Math Applications.
- **Human Relations / Social Science / Diversity:**
5 credits – BUS 144 Management of Human Relations: DIV recommended.
- **Natural Sciences / Humanities:**
5 credits – choose from the *Distribution List*. CMST& 220 Public Speaking **OR** CMST& 230 Small Group Communication recommended.
- **Electives:**
1-5 credits from ACCT, BTEC, BUS, CS, IT **OR** choose from the *Distribution List*.

Program Requirements

Course Code	Course Title	Number of Credits
ACCT 101 OR ACCT 135	Intro to Accounting Concepts OR Accounting for Non-Accountants	5

Course Code	Course Title	Number of Credits
BUS 100	Foundations of Business Success	3
BUS& 101	Intro to Business	5
BUS 150	Customer Service/ Management	5
BUS 264	Principles of Marketing	5
BUS 270	Intro to Project Management	5
BTEC 104	Intro to Business Technology	5
BTEC 111	Word Processing I	5
BTEC 112	Word Processing II	5
BTEC 131	Introduction to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5
BTEC 148	Intro to Outlook	2
BUS 294	Career Success	2
ENGL& 235	Technical Writing	5
IT 111	Intro to Windows	4
IT 230	Database Development	5

Program Outcomes

Students completing this program should acquire the following skills and abilities:

- Communicate professionally in writing and speaking as appropriate to a business- or business-related work environment (GS Communication)
- Apply objective, valid methods of inquiry and problem solving to draw rational, ethical, and coherent conclusions (GS Critical Thinking)
- Apply mathematical information to perform tasks in business and information technology work environments (GS Quantitative Literacy)
- Interact effectively with individuals and groups (GS Teamwork)
- Demonstrate proficiency and effectiveness in the use of business technology tools
- Communicate professionally in writing, speaking, and electronic formats as appropriate to a business- or business-related work environment (GS)
- Apply mathematical information to perform tasks in business and information technology for analyzing and presenting data (GS)
- Apply objective, valid methods of inquiry and problem solving to draw rational, ethical, and coherent conclusions (GS)
- Demonstrate proficiency in project management
- Demonstrate ethical decision-making
- Demonstrate competency in business principles such as marketing, interpersonal skills, and presentation

Notes

Revised April 2024 (effective Summer 2024)

Program planning is based on information available at the time of preparation. It is the student's responsibility to meet with their LCC advisor. Consult the LCC catalog for LCC graduation requirements.