

# BUSINESS

## Associate of Applied Science degree



### Program and Career Description:

This degree is designed to prepare students to enter or advance in the business community. Students will develop a solid foundation in business management, which can be applied in a variety of settings, including retail, hospitality, operations, banking, sales, office management, or starting their own business. Students who plan to pursue a baccalaureate degree in business should follow the Business Administration A.S. or A.A. program.

Career	Starting Salary	Experienced Median Salary
Retail Store Manager	\$33,900	\$46,700
Loan Officer/Counselor	\$23,100	\$35,100
Office Manager	\$40,700	\$56,700
Human Resources Assistant	\$24,600	\$31,700
Administrative Assistant	\$25,900	\$32,500

Career and Salary information is taken from [www.salary.com](http://www.salary.com) and represents a statewide average based on eight cities. Salaries are not guaranteed.

### Transfer Options

Courses in the Business A.A.S. Degree program transfer to other community colleges as part of the Tennessee Board of Regents unified community college effort.

In addition, there are options available to transfer the degree to Trevecca Nazarene University, Lipscomb University and Middle Tennessee State University. Articulation agreements are available at [www.columbiastate.edu/admissions/transfer-information](http://www.columbiastate.edu/admissions/transfer-information).

### Schedule Information

The Business A.A.S. Degree is offered in a traditional format during the day in Columbia and also in an online/hybrid format for those who prefer to complete most of their course work at home.



# BUSINESS

## Major in Business (A.A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010  
SPCH 1010

#### Humanities/Fine Arts (Take one course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2310, 2320, 2920, 2440  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

#### Social/Behavioral Sciences (Take one course)

ECON 2010 or ECON 2020

#### Major Field Core Requirements For all Concentrations

ACCT 1010  
BUSN 1305  
COLS 101  
INFS 1010

#### Additional Major Field Core Requirements:

Adm. Professional Tech. & Medical Office Adm. - BUSN 1310, 2395  
Management - BUSN 2370, 2380

#### Administrative Professional Technology Concentration

##### Core Courses:

ADMN 1302, 1311  
BUSN 1320, 1350, 1380, 2375  
CITC 1303, 1307

Guided Electives: 6 credit hours from BUSN or ADMN\*

##### Management Concentration Core Courses:

ACCT 1020  
BUSN 1310, 1320, 1330, 1350, 1380, 2375, 2395  
Guided Electives (Take 6 credit hours from the following courses-do not duplicate courses)  
ADMN 1302  
BUSN 1300, 1370, 2300, 2340  
ECON 2010 or ECON 2020

##### Medical Office Administration Concentration Core Courses:

ADMN 1302, 1306, 1311, 2303, 2304, 2318  
BUSN 1320, 2375  
CITC 1303, 1307

#### Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

## 2017-2018 Catalog

## Administrative Professional Technology Concentration

### Sample Academic Plan

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ INFS 1010	Computer Applications	3
___ BUSN 1305	Intro to Business	3
___ Humanities/Fine Arts Elective		3
___ Mathematics Requirement		3
___ COLS 101	Columbia State College Success	1
		<b>16</b>

#### First Year – Spring Semester

___ ADMN 1302	Keyboarding/Formatting I	3
___ ECON 2010	Macroeconomics <u>or</u>	
ECON 2020	Microeconomics	3
___ ACCT 1010*	Principles of Accounting I	3
___ BUSN 1310	Business Communications	3
___ CITC 1307	Intro to Spreadsheets	3
		<b>15</b>

#### Second Year – Fall Semester

___ BUSN 1380	Supervisory Management	3
___ ADMN 1311	Word Processing I	3
___ BUSN 2375	Career Success	3
___ BUSN 1320	Business Calculations	3
___ CITC 1303	Database Concepts	3
		<b>15</b>

#### Second Year – Spring Semester

___ BUSN 2395	Business Applications	3
___ BUSN 1350	Sales and Service	3
___ Elective from BUSN or ADMN		3
___ Elective from BUSN or ADMN		3
___ SPCH 1010	Fundamentals of Speech Communication	3
		<b>15</b>

#### Total Credit Hours 61

\*Higher achievement in identified courses is predictive of graduation success.

#### Online/Hybrid Program Schedule:

The majority of the courses are offered online in a 7-week or a 15-week format. The hybrid courses are in a 5-week, 7-week, or 15-week format. It is suggested that they be taken in the order listed above.

#### For more information contact:

**Dearl Lampley at**  
**dlampley@columbiastate.edu or 931.540.2678**  
**or**  
**Science, Technology & Math Division office at**  
**931.540.2710**

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.  
CoSCC- BUS AAS-05-25-17

# BUSINESS

## Major in Business (A.A.S.)

### Management Concentration

#### Sample Academic Plan

##### First Year – Fall Semester

___ BUSN 1305	Introduction to Business	3
___ INFS 1010	Computer Applications	3
___ BUSN 1380	Supervisory Management	3
___ BUSN 1310	Business Communication	3
___ ENGL 1010	Composition I	3
___ COLS 101	Columbia State College Success	1
		<b>16</b>

##### First Year – Spring Semester

___ BUSN 1350	Sales and Service	3
___ BUSN 2370	Legal Environment of Business	3
___ ACCT 1010*	Principles of Accounting I	3
___ ECON 2010	Macroeconomics <b>or</b>	
___ ECON 2020	Microeconomics	3
___ Mathematics Requirement		3
		<b>15</b>

##### Second Year – Fall Semester

___ BUSN 1320	Business Calculations	3
___ BUSN 2375	Career Success	3
___ SPCH 1010	Fundamentals of Speech Communication	3
___ ACCT 1020	Principles of Accounting II	3
___ Guided Elective		3
		<b>15</b>

##### Second Year – Spring Semester

___ BUSN 1330	Entrepreneurship	3
___ BUSN 2395	Business Applications	3
___ BUSN 2380	Principles of Marketing	3
___ Humanities/Fine Arts Requirement		3
___ Guided Elective		3
		<b>15</b>

**Total Credit Hours 61**

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#### Requirements for Graduation include:

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- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Medical Office Administration Concentration

#### Sample Academic Plan

##### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Mathematics Requirement		3
___ INFS 1010	Computer Applications	3
___ BUSN 1305	Intro to Business	3
___ Humanities/Fine Arts Elective		3
___ COLS 101	Columbia State College Success	1
		<b>16</b>

##### First Year – Spring Semester

___ ADMN 1302	Keyboarding/Formatting I	3
___ ACCT 1010*	Principles of Accounting I	3
___ ADMN 1306	Medical Terminology I	3
___ ECON 2010	Macroeconomics <b>or</b>	
___ ECON 2020	Microeconomics	3
___ CITC 1307	Intro to Spreadsheets	3
		<b>15</b>

##### Second Year – Fall Semester

___ ADMN 2303	CPT Coding	3
___ ADMN 1311	Word Processing	3
___ BUSN 2375	Career Success	3
___ BUSN 1320	Business Calculations	3
___ CITC 1303	Database Concepts	3
		<b>15</b>

##### Second Year – Spring Semester

___ BUSN 2395	Business Applications	3
___ BUSN 1310	Business Communications	3
___ ADMN 2304	Intro to Electronic Health Records	3
___ ADMN 2318	Medical Office Procedures	3
___ SPCH 1010	Fundamentals of Speech Communication	3
		<b>15</b>

**Total Credit Hours 61**

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