BUSINESS
ADMINISTRATIVE PROFESSIONAL TECHNOLOGY
Associate of Applied Science degree

Program and Career Description:

The Associate of Applied Science degree (A.A.S.) in Administrative Professional Technology prepares individuals for employment in today's dynamic workplace environment. This concentration is a course of study designed to teach the skill set required of the administrative professional in today's business office environment. Courses are designed to ensure expertise in current office procedures, software applications, editing and proofreading, critical thinking, office management, and interpersonal skills. Career opportunities include receptionist, office manager, administrative assistant, or executive assistant.

How is the Job Market?

Check out *www.jobs4tn.gov* website for information about job descriptions, education requirements and abilities, and supply and demand for these careers. For additional information from a national perspective, go to Bureau of Labor Statistics, U. S. Department of Labor on the internet at *www.bls.gov*. Visit the Occupational Outlook Handbook on this website. 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.

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details. Some of these agreements are available at *www.columbiastate. edu/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 or hybrid format.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State.
• earn a GPA of at least 2.0 or higher.
• earn a cumulative GPA of 2.0 or higher.
• taking the Exit Exam.

For more information contact:
Meredeth McCoy at
mmccoy@columbiastate.edu or 931.540.2698 or
Science, Technology and Math Division office
at 931.540.2710 or stm@columbiastate.edu

ACBSP
ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

Student ID:_____

Student Name:_____

Adviser Name:_____

Catalog: 2020-2021 Catalog and Student Handbook
Program: Business, Administrative Professional
Technology Concentration, A.A.S.
Minimum Credits Required:_____

Business, Administrative Professional Technology Concentration, A.A.S.

Sample Academic Plan - Total Credit Hours: 61

Program Requirements - Students may be required to take additional Learning Support courses. Courses cannot be used more than once to satisfy program requirements.

First Year - Fall Semester - Credit Hours: 16

Course Name	Credits:	Term Taken	Grade	Gen Ed
ENGL 1010 - English Composition I	Credits: 3			
INFS 1010 - Computer Applications	Credits: 3			
BUSN 1305 - Introduction to Business	Credits: 3			
BUSN 1310 - Business Communications	Credits: 3			
[2] General Education - Humanities/Fine Arts Requirement	Credits: 3			
COLS 101 - Columbia State College Success	Credits: 1			

First Year - Spring Semester - Credit Hours: 15

Course Name	Credits:	Term Taken	Grade	Gen Ed
ADMN 1302 - Keyboarding/Formatting I	Credits: 3			
ACCT 1010 - Principles of Accounting I *	Credits: 3			
CITC 1307 - Introduction to Spreadsheets	Credits: 3			
ECON 2100 - Principles of Macroeconomics **OR** ECON 2200 Principles of Microeconomics	Credits: 3			
[3] General Education - Mathematics Requirement	Credits: 3			

Second Year - Fall Semester - Credit Hours: 15

Course Name	Credits:	Term Taken	Grade	Gen Ed
BUSN 1380 - Supervisory Management	Credits: 3			
ADMN 1311 - Word Processing I	Credits: 3			
BUSN 2375 - Career Development	Credits: 3			
BUSN 1320 - Business Calculations	Credits: 3			
CITC 1303 - Database Concepts	Credits: 3			

Second Year - Spring Semester - Credit Hours: 15

Course Name	Credits:	Term Taken	Grade	Gen Ed
BUSN 2395 - Business Applications	Credits: 3			
BUSN 1350 - Sales and Service	Credits: 3			
Elective from BUSN or ADMN **Credits: 3** Elective form BUSN or ADMN **Credits: 3**				
COMM 2025 - Fundamentals of Communication	Credits: 3			

Note(s):

Higher achievement in identified courses is predictive of graduation success.

[2]Humanities/Fine Arts Requirement - Select from ART 1035, ART 2000, ART 2020, ENGL 2160, ENGL 2860, HUM 1010, HUM 1020, MUS 1030, PHIL 1030, PHIL 1040, PHIL 2200, THEA 1030. **Literature Options**: ENGL 2055, ENGL 2130, ENGL 2235, ENGL 2310, ENGL 2320.

[3]Mathematics Requirement - Select from MATH 1010, MATH 1130, MATH 1530, MATH 1630, MATH 1710, MATH 1720, MATH 1730, MATH 1830, MATH 1910.

This degree program is in compliance with the Common Course Curriculum Library for the A.A.S. in Business program as delivered by the Tennessee Board of Regents community colleges.

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Students and advisors should run a degree audit from myChargerNet each semester to confirm classes are applicable to the program of study.

For more information contact:
Meredeth McCoy at mmccoy@columbiastate.edu or 931.540.2698
Science, Technology & Math Division office at 931.540.2710 or stm@columbiastate.edu